City of Carson City Agenda Report

Date Submitted: April 18, 2012 Agenda Date Requested: May 3, 2012

Time Requested: Consent

To: Mayor and Supervisors

From: Purchasing and Contracts

Subject Title: For Possible Action: To approve Contract No. 1112-183 Pursuant to NRS 332.115(1)(b) and NRS 625.530 with HDR Engineering, Inc., to provide Inspection services for Carson City Freeway Relocation Project through December 31, 2012 for a not to exceed amount of \$116,680.00 to be funded from NDOT Bypass Reimbursable/Non-reimbursable Water and Sewer Account Funds as provided FY 2011/2012. (*Kim Belt*)

Staff Summary: This contract is to provide Professional Services which include: Provide a fulltime construction inspection for 80 working days, limited project management to augment construction inspector, access to materials inspection and testing services to augment NDOT's services should need arise and Construction administrative services. Per the reimbursement agreement between Carson City and NDOT, Carson City will be reimbursed approximately 54.58% (\$63,683.94) for the above listed Professional Services.

Type of Action Requested: (check on	ne)
() Resolution (_X) Formal Action/Motion	() Ordinance () Other (Specify)
Does This Action Require A Busines	s Impact Statement: () Yes (_X) No

Recommended Board Action: I move to approve Contract No. 1112-183 Pursuant to NRS 332.115(1)(b) and NRS 625.530 with HDR Engineering, Inc., to provide Inspection services for Carson City Freeway Relocation Project through December 31, 2012 for a not to exceed amount of \$116,680.00 to be funded from NDOT Bypass Reimbursable/Non-reimbursable Water and Sewer Account Funds as provided FY 2011/2012. (Kim Belt)

Explanation for Recommended Board Action: Pursuant to NRS 332.115(1)(b): (1) Contracts which by their nature are not adapted to award by competitive bidding, including contracts for (b) Professional Services and NRS 625.530, contracts for the services of a professional engineer, professional land surveyor or registered architect; that the selection was made on the basis of the competence and qualifications of the engineer, land surveyor or architect for the type of service to be performed and not on the basis of competitive fees; and therefore not suitable for public bidding.

Applicable Statute, Code, Rule or Policy: N	RS 332.115(1)(b) and NRS	625.530
Fiscal Impact: \$116,680.00		
Explanation of Impact: Amount of contract.	•	
Funding Source: Water Accounts: 520-3505 Reimbursable and 520-3505-435.78-94 NDOT Accounts: 515-0000-434.79-96 NDOT Bypass NDOT Bypass Non-Reimbursable Fund Accou	Bypass Reimbursable, and Reimbursable and 515-000	d Sewer 00-434.79-97
Alternatives: Not award contract and provide	other direction.	
Supporting Material: Contract No. 1112-183	and Exhibit A.	
Prepared By: Kim Belt, Purchasing and Contra	acts Manager	
Reviewed By: (Public Works) (City Manager) (Finance Director)	Date: 4/24/ Date: 4/24/ Date: 4/24/	12 1/2 2
Board Action Taken:		
Motion:	1)	Aye/Nay

(Vote Recorded By)

Carson City Freeway Relocation Inspection Services

THIS CONTRACT, made and entered into this 3rd day of May, 2012, by and between the City and County of Carson City, a political subdivision of the State of Nevada, hereinafter referred to as the "CITY", and HDR Engineering, Inc., hereinafter referred to as the "CONSULTANT".

WITNESSETH:

WHEREAS, the Purchasing and Contracts Manager for the City and County of Carson City is authorized, pursuant to Nevada Revised Statutes Chapter 332 and Carson City Purchasing Resolution #1990-R71, to approve and accept this Contract as set forth in and by the following provisions; and

WHEREAS, it is deemed that the services of CONSULTANT for CONTRACT No. 1112-183 Carson City Freeway Utility Relocation Inspection Services are both necessary and in the best interests of CITY; and

NOW, THEREFORE, in consideration of the aforesaid premises, the parties mutually agree as follows:

1 REQUIRED APPROVAL:

1.1 This Contract shall not become effective until and unless approved by the Carson City Board of Supervisors.

2 **CONTRACT TERM:**

2.1 This Contract shall be effective from June 1, 2012, subject to Carson City Board of Supervisors' approval (anticipated to be May 3, 2012) to December 31, 2012, unless sooner terminated by either party as specified in **Section 7 Contract Termination**.

3 NOTICE:

3.1 Unless otherwise specified, termination shall not be effective until thirty (30) calendar days after a party has served written notice of default, or without cause upon the other party. All notices or other communications required or permitted to be given under this Contract shall be in writing and shall be deemed to have been duly given if delivered personally in hand, by e-mail with simultaneous regular mail, by telephonic facsimile with simultaneous regular mail, or by certified mail, return receipt requested, postage prepaid on the date posted, and addressed to the other party at the address specified below.

Carson City Freeway Relocation Inspection Services

For P&C Use C	nly
CCBL expires	
GL expires	
AL expires	
PL expires	
WC expires	

3.1.1 Notice to CONSULTANT shall be addressed to:

Ruedy Edgington, Vice President HDR Engineering, Inc. 9805 Double R Boulevard, Suite 101 Reno, Nevada 89521 775-337-4700/775-337-4774 Ruedy.Edgington@hdrinc.com

3.1.2 Notice to CITY shall be addressed to:

Carson City Purchasing and Contracts
Kim Belt, Purchasing and Contracts Manager
201 North Carson Street Suite 3
Carson City, Nevada 89701
775-283-7137 / FAX 775-887-2107
KBelt@carson.org

4 SCOPE OF WORK:

- 4.1 **CONSULTANT** shall provide and perform the following services set forth in **Exhibit A** attached hereto and incorporated herein by reference for and on behalf of **CITY** hereinafter referred to as the "**SERVICES**".
- 4.2 **CONSULTANT** represents that it is duly licensed by Carson City for the purposes of performing the **SERVICES**.
- 4.3 **CONSULTANT** represents that it is duly qualified and licensed in the State of Nevada for the purposes of performing the **SERVICES**.
- 4.4 **CONSULTANT** represents that it and/or the persons it may employ possess all skills and training necessary to perform the **SERVICES** described herein and required hereunder. **CONSULTANT** shall perform the **SERVICES** faithfully, diligently, in a timely and professional manner, to the best of its ability, and in such a manner as is customarily performed by a person who is in the business of providing such services in similar circumstances. **CONSULTANT** shall be responsible for the professional quality and technical accuracy of all **SERVICES** furnished by **CONSULTANT** to **CITY**.

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- 4.5 CONSULTANT represents that neither the execution of this Contract nor the rendering of services by CONSULTANT hereunder will violate the provisions of or constitute a default under any other contract or agreement to which CONSULTANT is a party or by which CONSULTANT is bound, or which would preclude CONSULTANT from performing the SERVICES required of CONSULTANT hereunder, or which would impose any liability or obligation upon CITY for accepting such SERVICES.
- 4.6 Before commencing with the performance of any work under this Contract, CONSULTANT shall obtain all necessary permits and licenses as may be necessary. Before and during the progress of work under this Contract, CONSULTANT shall give all notice and comply with all the laws, ordinances, rules and regulations of every kind and nature now or hereafter in effect promulgated by any Federal, State, County, or other Governmental Authority, relating to the performance of work under this Contract. If CONSULTANT performs any work that is contrary to any such law, ordinance, rule or regulation, he shall bear all the costs arising therefrom.
- 4.7 Special Terms and Conditions for Engineers, Architects, and Land Surveyors:
- 4.7.1 Use of **CONSULTANT'S** Drawings, Specifications and Other Documents:
- 4.7.1.1 The drawing, specifications and other documents prepared by **CONSULTANT** for this Contract are instruments of **CONSULTANT'S** service for use solely with respect to this Contract and, unless otherwise provided, **CONSULTANT** shall be deemed the author of these documents and shall retain all common law statutory and other reserved rights, including the copyright.
- 4.7.1.2 **CITY** shall be permitted to retain copies, including reproducible copies, of **CONSULTANT'S** drawings, specifications, and other documents for information and reference in connection with this Contract.
- 4.7.1.3 **CONSULTANT'S** drawings, specifications and other documents shall not be used by **CITY** or others without expressed permission of **CONSULTANT**.
- 4.7.2 Cost Accounting and Audits:
- 4.7.2.1 If required by CITY, CONSULTANT agrees to make available to CITY within two (2) years after the completion of the SERVICES under this Contract, such books, records, receipts, vouchers, or other data as may be deemed necessary by CITY to enable it to arrive at appropriate cost figures for the purpose of establishing depreciation rates for the various materials and other elements which may have been incorporated into the SERVICES performed under this Contract.

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- 4.8 CITY Responsibilities:
- 4.8.1 CITY shall make available to CONSULTANT all technical data that is in CITY'S possession, reasonably required by CONSULTANT relating to the SERVICES.
- 4.8.2 CITY shall provide access to and make all provisions for CONSULTANT to enter upon public and private lands, to the fullest extent permitted by law, as reasonably required for CONSULTANT to perform the SERVICES.
- 4.8.3 **CITY** shall examine all reports, correspondence, and other documents presented by **CONSULTANT** upon request of **CITY**, and render, in writing, decisions pertaining thereto within a reasonable time so as not to delay the work of **CONSULTANT**.
- 4.8.4 It is expressly understood and agreed that all work done by **CONSULTANT** shall be subject to inspection and acceptance by **CITY** and approval of **SERVICES** shall not forfeit the right of **CITY** to require correction, and nothing contained herein shall relieve **CONSULTANT** of the responsibility of the **SERVICES** required under the terms of this Contract until all **SERVICES** have been completed and accepted by **CITY**.

5 **CONSIDERATION:**

- 5.1 The parties agree that **CONSULTANT** will provide the **SERVICES** specified in **Section 4 Scope of Work** and **CITY** agrees to pay **CONSULTANT** the **CONTRACT SUM** based upon time and materials and the attached fee schedule for a not to exceed maximum amount of One Hundred Sixteen Thousand Six Hundred Eighty Dollars and No Cents (\$116,680.00).
- 5.2 **CONTRACT SUM** represents full and adequate compensation for the completed **SERVICES**, and includes the furnishing of all materials; all labor, equipment, tools, and appliances; and all expenses, direct or indirect, connected with the proper execution of the **SERVICES**.
- 5.3 **CITY** has provided a sample invoice and **CONSULTANT** shall submit its request for payment using said sample invoice.
- 5.4 Payment by CITY for the SERVICES rendered by CONSULTANT shall be due within thirty (30) calendar days from the date CITY acknowledges that the performance meets the requirements of this Contract or from the date the correct, complete, and descriptive invoice is received by CITY employee designated on the sample invoice, whichever is the latter date.
- 5.5 **CITY** does not agree to reimburse **CONSULTANT** for expenses unless otherwise specified.

Carson City Freeway Relocation Inspection Services TIMELINESS OF BILLING SUBMISSION:

6.1 The parties agree that timeliness of billing is of the essence to this Contract and recognize that CITY is on a fiscal year which is defined as the period beginning July 1 and ending June 30 of the following year. All billings for dates of service prior to July 1 must be submitted to CITY no later than the first Friday in August of the same year. A billing submitted after the first Friday in August will subject CONSULTANT to an administrative fee not to exceed \$100.00. The parties hereby agree this is a reasonable estimate of the additional costs to CITY of processing the billing as a stale claim and that this amount will be deducted from the stale claim payment due to CONSULTANT.

7 **CONTRACT TERMINATION:**

7.1 Termination Without Cause:

7.1.1 Any discretionary or vested right of renewal notwithstanding, this Contract may be terminated upon written notice by mutual consent of both parties or unilaterally by either party without cause.

7.2 Termination for Nonappropriation:

7.2.1 The continuation of this Contract beyond June 30, 2012 is subject to and contingent upon sufficient funds being appropriated, budgeted, and otherwise made available by the Carson City Board of Supervisors. CITY may terminate this Contract, and CONSULTANT waives any and all claim(s) for damages, effective immediately upon receipt of written notice (or any date specified therein) if for any reason the funding is not appropriated or is withdrawn, limited, or impaired.

7.3 Cause Termination for Default or Breach:

- 7.3.1 A default or breach may be declared with or without termination.
- 7.3.2 This Contract may be terminated by either party upon written notice of default or breach to the other party as follows:
- 7.3.2.1 If **CONSULTANT** fails to provide or satisfactorily perform any of the conditions, work, deliverables, goods, or services called for by this Contract within the time requirements specified in this Contract or within any granted extension of those time requirements; or
- 7.3.2.2 If any state, county, city or federal license, authorization, waiver, permit, qualification or certification required by statute, ordinance, law, or regulation to be held by **CONSULTANT** to provide the goods or services required by this Contract is for any reason denied, revoked, debarred, excluded, terminated, suspended, lapsed, or not renewed; or

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- 7.3.2.3 If **CONSULTANT** becomes insolvent, subject to receivership, or becomes voluntarily or involuntarily subject to the jurisdiction of the bankruptcy court; or
- 7.3.2.4 If **CITY** materially breaches any material duty under this Contract and any such breach impairs **CONSULTANT'S** ability to perform; or
- 7.3.2.5 If it is found by CITY that any quid pro quo or gratuities in the form of money, services, entertainment, gifts, or otherwise were offered or given by CONSULTANT, or any agent or representative of CONSULTANT, to any officer or employee of CITY with a view toward securing a contract or securing favorable treatment with respect to awarding, extending, amending, or making any determination with respect to the performing of such contract; or
- 7.3.2.6 If it is found by **CITY** that **CONSULTANT** has failed to disclose any material conflict of interest relative to the performance of this Contract.

7.4 Time to Correct:

7.4.1 Termination upon a declared default or breach may be exercised only after service of formal written notice as specified in **Section 3 Notice**, and the subsequent failure of the defaulting party within fifteen (15) calendar days of that notice to provide evidence, satisfactory to the aggrieved party, showing that the declared default or breach has been corrected.

7.5 Winding Up Affairs Upon Termination:

- 7.5.1 In the event of termination of this Contract for any reason, the parties agree that the provisions of this paragraph survive termination:
- 7.5.1.1 The parties shall account for and properly present to each other all claims for fees and expenses and pay those which are undisputed and otherwise not subject to set off under this Contract. Neither party may withhold performance of winding up provisions solely based on nonpayment of fees or expenses accrued up to the time of termination;
- 7.5.1.2 **CONSULTANT** shall satisfactorily complete work in progress at the agreed rate (or a pro rata basis if necessary) if so requested by **CITY**;
- 7.5.1.3 **CONSULTANT** shall execute any documents and take any actions necessary to effectuate an assignment of this Contract if so requested by **CITY**;
- 7.5.1.4 CONSULTANT shall preserve, protect, and promptly deliver into CITY possession all proprietary information in accordance with Section 23 City Ownership of Proprietary Information.

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8 REMEDIES:

8.1 Except as otherwise provided for by law or this Contract, the rights and remedies of the parties shall not be exclusive and are in addition to any other rights and remedies provided by law or equity, including, without limitation, actual damages, and to a prevailing party reasonable attorneys' fees and costs. The parties agree that, in the event a lawsuit is filed and a party is awarded attorney's fees by the court, for any reason, the amount of recoverable attorney's fees shall not exceed the rate of \$125 per hour. CITY may set off consideration against any unpaid obligation of **CONSULTANT** to CITY.

9 **LIMITED LIABILITY:**

9.1 CITY will not waive and intends to assert available Nevada Revised Statutes Chapter 41 liability limitations in all cases. Contract liability of both parties shall not be subject to punitive damages. Liquidated damages shall not apply unless otherwise specified in the incorporated attachments. Damages for any CITY breach shall never exceed the amount of funds appropriated for payment under this Contract, but not yet paid to CONSULTANT, for the fiscal year budget in existence at the time of the breach. CONSULTANT'S tort liability shall not be limited.

10 **FORCE MAJEURE:**

10.1 Neither party shall be deemed to be in violation of this Contract if it is prevented from performing any of its obligations hereunder due to strikes, failure of public transportation, civil or military authority, act of public enemy, accidents, fires, explosions, or acts of God, including, without limitation, earthquakes, floods, winds, or storms. In such an event the intervening cause must not be through the fault of the party asserting such an excuse, and the excused party is obligated to promptly perform in accordance with the terms of this Contract after the intervening cause ceases.

11 **INDEMNIFICATION**:

11.1 As required by AB 483, and NRS 338.155, **CONSULTANT** shall defend, indemnify and hold harmless the **CITY**, and the employees, officers and agents of the public body from any liabilities, damages, losses, claims, actions or proceedings, including without limitation, reasonable attorneys' fees, to the extent that such liabilities, damages, losses, claims, actions or proceedings are caused by the negligence, errors, omissions, recklessness or intentional misconduct of the **CONSULTANT** or the employees or agents of the **CONSULTANT** in the performance of the contract. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of the indemnity which would otherwise exist as to any party or person described in this paragraph.

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- 11.2 Except as otherwise provided in Subsection 11.4 below, the indemnifying party shall not be obligated to provide a legal defense to the indemnified party, nor reimburse the indemnified party for the same, for any period occurring before the indemnified party provides written notice of the pending claim(s) or cause(s) of action to the indemnifying party, along with:
- 11.2.1 a written request for a legal defense for such pending claim(s) or cause(s) of action; and
- 11.2.2 a detailed explanation of the basis upon which the indemnified party believes that the claim or cause of action asserted against the indemnified party implicates the culpable conduct of the indemnifying party, its officers, employees, and/or agents.
- 11.3 After the indemnifying party has begun to provide a legal defense for the indemnified party, the indemnifying party shall not be obligated to fund or reimburse any fees or costs provided by any additional counsel for the indemnified party, including counsel through which the indemnified party might voluntarily choose to participate in its defense of the same matter.
- 11.4 After the indemnifying party has begun to provide a legal defense for the indemnified party, the indemnifying party shall be obligated to reimburse the reasonable attorney's fees and costs incurred by the indemnified party during the initial thirty (30) day period of the claim or cause of action, if any, incurred by separate counsel.

12 INDEPENDENT CONTRACTOR:

- 12.1 An independent contractor is a natural person, firm or corporation who agrees to perform services for a fixed price according to his or its own methods and without subjection to the supervision or control of the other contracting party, except as to the results of the work, and not as to the means by which the services are accomplished.
- 12.2 It is mutually agreed that **CONSULTANT** is associated with **CITY** only for the purposes and to the extent specified in this Contract, and in respect to performance of the contracted services pursuant to this Contract. **CONSULTANT** is and shall be an independent contractor and, subject only to the terms of this Contract, shall have the sole right to supervise, manage, operate, control, and direct performance of the details incident to its duties under this Contract.
- 12.3 Nothing contained in this Contract shall be deemed or construed to create a partnership or joint venture, to create relationships of an employer-employee or principal-agent, or to otherwise create any liability for CITY whatsoever with respect to the indebtedness, liabilities, and obligations of CONSULTANT or any other party.
- 12.4 **CONSULTANT** shall indemnify and hold **CITY** harmless from, and defend **CITY** against, any and all losses, damages, claims, costs, penalties, liabilities, expenses arising out of or incurred in any way because of, but not limited to, **CONSULTANT'S** obligations or legal duties

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regarding any taxes, fees, assessments, benefits, entitlements, notice of benefits, employee's eligibility to work, to any third party, subcontractor, employee, state, local or federal governmental entity.

12.5 Neither **CONSULTANT** nor its employees, agents, or representatives shall be considered employees, agents, or representatives of **CITY**.

13 **INSURANCE REQUIREMENTS:**

- 13.1 **CONSULTANT**, as an independent contractor and not an employee of **CITY**, must carry policies of insurance in amounts specified and pay all taxes and fees incident hereunto. **CITY** shall have no liability except as specifically provided in this Contract.
- 13.2 **CONSULTANT** shall not commence work before: (1) **CONSULTANT** has provided the required evidence of insurance to Carson City Purchasing and Contracts, and (2) **CITY** has approved the insurance policies provided by **CONSULTANT**.
- 13.3 Prior approval of the insurance policies by CITY shall be a condition precedent to any payment of consideration under this Contract and CITY'S approval of any changes to insurance coverage during the course of performance shall constitute an ongoing condition subsequent this Contract. Any failure of CITY to timely approve shall not constitute a waiver of the condition.

13.4 Insurance Coverage:

- 13.4.1 **CONSULTANT** shall, at **CONSULTANT'S** sole expense, procure, maintain and keep in force for the duration of this Contract the following insurance conforming to the minimum requirements specified below. Unless specifically specified herein or otherwise agreed to by **CITY**, the required insurance shall be in effect prior to the commencement of work by **CONSULTANT** and shall continue in force as appropriate until the latter of:
- 13.4.1.1 Final acceptance by CITY of the completion of this Contract; or
- 13.4.1.2 Such time as the insurance is no longer required by **CITY** under the terms of this Contract.
- 13.4.2 Any insurance or self-insurance available to CITY shall be in excess of and non-contributing with any insurance required from CONSULTANT. CONSULTANT'S insurance policies shall apply on a primary basis. Until such time as the insurance is no longer required by CITY, CONSULTANT shall provide CITY with renewal or replacement evidence of insurance no less than thirty (30) calendar days before the expiration or replacement of the required insurance. If at any time during the period when insurance is required by this Contract, an insurer or surety shall fail to comply with the requirements of this Contract, as

Carson City Freeway Relocation Inspection Services soon as CONSULTANT has knowledge of any such failure, CONSULTANT shall immediately notify CITY and immediately replace such insurance or bond with an insurer meeting the requirements.

13.5 General Requirements:

- 13.5.1 **Certificate Holder:** Each liability insurance policy shall list Carson City c/o Carson City Purchasing and Contracts, 201 N. Carson Street Suite 3, Carson City, NV 89701 as a certificate holder.
- 13.5.2 Additional Insured: By endorsement to the general liability insurance policy evidenced by CONSULTANT, The City and County of Carson City, Nevada, its officers, employees and immune contractors shall be named as additional insureds for all liability arising from this Contract.
- 13.5.3 **Waiver of Subrogation**: Each liability insurance policy shall provide for a waiver of subrogation as to additional insureds.
- 13.5.4 **Cross-Liability**: All required liability policies shall provide cross-liability coverage as would be achieved under the standard ISO separation of insureds clause.
- 13.5.5 **Deductibles and Self-Insured Retentions**: Insurance maintained by **CONSULTANT** shall apply on a first dollar basis without application of a deductible or self-insured retention unless otherwise specifically agreed to by **CITY**. Such approval shall not relieve **CONSULTANT** from the obligation to pay any deductible or self-insured retention. Any deductible or self-insured retention shall not exceed \$5,000 per occurrence, unless otherwise approved by **CITY**.
- 13.5.6 **Policy Cancellation**: Except for ten (10) calendar days notice for non-payment of premium, each insurance policy shall be endorsed to state that; without thirty (30) calendar days prior written notice to Carson City Purchasing and Contracts, the policy shall not be canceled, non-renewed or coverage and /or limits reduced or materially altered, and shall provide that notices required by this paragraph shall be sent by certified mail to Carson City Purchasing and Contracts, 201 N. Carson Street Suite 3, Carson City, NV 89701.
- 13.5.7 **Approved Insurer**: Each insurance policy shall be issued by insurance companies authorized to do business in the State of Nevada or eligible surplus lines insurers acceptable to the State and having agents in Nevada upon whom service of process may be made, and currently rated by A.M. Best as "A-VII" or better.
- 13.5.8 **Evidence of Insurance:** Prior to commencement of work, **CONSULTANT** must provide the following documents to Carson City Purchasing and Contracts, 201 North Carson Street Suite 3, Carson City, NV 89701:

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- 13.5.8.1 **Certificate of Insurance:** The Acord 25 Certificate of Insurance form or a form substantially similar must be submitted to Carson City Purchasing and Contracts to evidence the insurance policies and coverages required of **CONSULTANT**.
- 13.5.8.2 Additional Insured Endorsement: An Additional Insured Endorsement (CG20 10 or C20 26), signed by an authorized insurance company representative, must be submitted to Carson City Purchasing and Contracts to evidence the endorsement of CITY as an additional insured per Subsection 13.5.2.
- 13.5.8.3 **Schedule of Underlying Insurance Policies:** If Umbrella or Excess policy is evidenced to comply with minimum limits, a copy of the Underlyer Schedule from the Umbrella or Excess insurance policy may be required.
- 13.5.9 Review and Approval: Documents specified above must be submitted for review and approval by Carson City Purchasing and Contracts prior to the commencement of work by CONSULTANT. Neither approval by CITY nor failure to disapprove the insurance furnished by CONSULTANT shall relieve CONSULTANT of CONSULTANT'S full responsibility to provide the insurance required by this Contract. Compliance with the insurance requirements of this Contract shall not limit the liability of CONSULTANT or its sub-contractors, employees or agents to CITY or others, and shall be in addition to and not in lieu of any other remedy available to CITY under this Contract or otherwise. CITY reserves the right to request and review a copy of any required insurance policy or endorsement to assure compliance with these requirements.

14 COMMERCIAL GENERAL LIABILITY INSURANCE:

- 14.1 Minimum Limits required:
- 14.1.1 Two Million Dollars (\$2,000,000.00) General Aggregate
- 14.1.2 Two Million Dollars (\$2,000,000.00) Products & Completed Operations Aggregate
- 14.1.3 One Million Dollars (\$1,000,000.00) Each Occurrence
- 14.2 Coverage shall be on an occurrence basis and shall be at least as broad as ISO 1996 form CG 00 01 (or a substitute form providing equivalent coverage); and shall cover liability arising from premises, operations, independent contractors, completed operations, personal injury, products, civil lawsuits, Title VII actions and liability assumed under an insured contract (including the tort liability of another assumed in a business contract).

15 **BUSINESS AUTOMOBILE LIABILITY INSURANCE:**

15.1 Minimum Limit required:

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- 15.1.1 One Million Dollars (\$1,000,000) per occurrence for bodily injury and property damage
- 15.2 Coverage shall be for "any auto", including owned, non-owned and hired vehicles. The policy shall be written on ISO form CA 00 01 or a substitute providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.

16 **PROFESSIONAL LIABILITY INSURANCE:**

- 16.1 Minimum Limit required: One Million Dollars (\$1,000,000.00)
- 16.2 Retroactive date: Prior to commencement of the performance of this Contract
- 16.3 Discovery period: Three (3) years after termination date of this Contract.
- 16.4 A certified copy of this policy may be required.

17 WORKERS' COMPENSATION AND EMPLOYER'S LIABILITY INSURANCE:

- 17.1 **CONSULTANT** shall provide workers' compensation insurance as required by Nevada Revised Statutes Chapters 616A through 616D inclusive and Employer's Liability insurance with a minimum limit of \$500,000 each employee per accident for bodily injury by accident or disease.
- 17.2 **CONSULTANT** may, in lieu of furnishing a certificate of an insurer, provide an affidavit indicating that **CONSULTANT** is a sole proprietor; that **CONSULTANT** will not use the services of any employees in the performance of this Contract; that **CONSULTANT** has elected to not be included in the terms, conditions, and provisions of Nevada Revised Statutes Chapters 616A-616D, inclusive; and that **CONSULTANT** is otherwise in compliance with the terms, conditions, and provisions of Nevada Revised Statutes Chapters 616A-616D, inclusive.

18 **BUSINESS LICENSE**:

- 18.1 **CONSULTANT** shall not commence work before **CONSULTANT** has provided a copy of his Carson City business license to Carson City Purchasing and Contracts.
- 18.2 The Carson City business license shall continue in force until the latter of: (1) final acceptance by CITY of the completion of this Contract; or (2) such time as the Carson City business license is no longer required by CITY under the terms of this Contract.

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19 COMPLIANCE WITH LEGAL OBLIGATIONS:

19.1 **CONSULTANT** shall procure and maintain for the duration of this Contract any state, county, city, or federal license, authorization, waiver, permit, qualification or certification required by statute, ordinance, law, or regulation to be held by **CONSULTANT** to provide the goods or services of this Contract. **CONSULTANT** will be responsible to pay <u>all government obligations</u>, including, but not limited to, all taxes, assessments, fees, fines, judgments, premiums, permits, and licenses required <u>or imposed</u> by law <u>or a court</u>. Real property and personal property taxes are the responsibility of **CONSULTANT** in accordance with Nevada Revised Statutes 361.157 and 361.159. **CONSULTANT** agrees to be responsible for payment of any such government obligations not paid by its subcontractors during performance of this Contract. **CITY** may set-off against consideration due any delinquent government obligation.

20 WAIVER OF BREACH:

20.1 Failure to declare a breach or the actual waiver of any particular breach of this Contract or its material or nonmaterial terms by either party shall not operate as a waiver by such party of any of its rights or remedies as to any other breach.

21 **SEVERABILITY**:

21.1 If any provision contained in this Contract is held to be unenforceable by a court of law or equity, this Contract shall be construed as if such provision did not exist and the nonenforceability of such provision shall not be held to render any other provision or provisions of this Contract unenforceable.

22 ASSIGNMENT/DELEGATION:

22.1 To the extent that any assignment of any right under this Contract changes the duty of either party, increases the burden or risk involved, impairs the chances of obtaining the performance of this Contract, attempts to operate as a novation, or includes a waiver or abrogation of any defense to payment by CITY, such offending portion of the assignment shall be void, and shall be a breach of this Contract. CONSULTANT shall neither assign, transfer nor delegate any rights, obligations or duties under this Contract without the prior written approval of CITY.

23 <u>CITY OWNERSHIP OF PROPRIETARY INFORMATION:</u>

23.1 Any files, reports, histories, studies, tests, manuals, instructions, photographs, negatives, blue prints, plans, maps, data, system designs, computer programs, computer codes, and computer records (which are intended to be consideration under this Contract), or any other documents or drawings, prepared or in the course of preparation by **CONSULTANT**

Carson City Freeway Relocation Inspection Services

(or its subcontractors) in performance of its obligations under this Contract shall be the exclusive property of CITY and all such materials shall be delivered into CITY possession by CONSULTANT upon completion, termination, or cancellation of this Contract. CONSULTANT shall not use, willingly allow, or cause to have such materials used for any purpose other than performance of CONSULTANT'S obligations under this Contract without the prior written consent of CITY. Notwithstanding the foregoing, CITY shall have no proprietary interest in any materials licensed for use by CITY that are subject to patent, trademark or copyright protection.

- 23.2 **CITY** shall be permitted to retain copies, including reproducible copies, of **CONSULTANT'S** drawings, specifications, and other documents for information and reference in connection with this Contract.
- 23.3 **CONSULTANT'S** drawings, specifications and other documents shall not be used by **CITY** or others without expressed permission of **CONSULTANT**.

24 PUBLIC RECORDS:

24.1 Pursuant to Nevada Revised Statute 239.010, information or documents received from CONSULTANT may be open to public inspection and copying. CITY will have the duty to disclose unless a particular record is made confidential by law or a common law balancing of interests. CONSULTANT may clearly label specific parts of an individual document as a "trade secret" or "confidential" in accordance with Nevada Revised Statute 332.061, provided that CONSULTANT thereby agrees to indemnify and defend CITY for honoring such a designation. The failure to so label any document that is released by CITY shall constitute a complete waiver of any and all claims for damages caused by any release of the records.

25 **CONFIDENTIALITY**:

25.1 **CONSULTANT** shall keep confidential all information, in whatever form, produced, prepared, observed or received by **CONSULTANT** to the extent that such information is confidential by law or otherwise required by this Contract.

26 **FEDERAL FUNDING**:

- 26.1 In the event federal funds are used for payment of all or part of this Contract:
- 26.1.1 **CONSULTANT** certifies, by signing this Contract, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency. This certification is made pursuant to the regulations implementing Executive Order 12549, Debarment and Suspension, 28 C.F.R. pt. 67, § 67.510, as published as pt. VII of the May 26,

Carson City Freeway Relocation Inspection Services

1988, Federal Register (pp. 19160-19211), and any relevant program-specific regulations. This provision shall be required of every subcontractor receiving any payment in whole or in part from federal funds.

- 26.1.2 **CONSULTANT** and its subcontractors shall comply with all terms, conditions, and requirements of the Americans with Disabilities Act of 1990 (P.L. 101-136), 42 U.S.C. 12101, as amended, and regulations adopted thereunder contained in 28 C.F.R. 26.101-36.999, inclusive, and any relevant program-specific regulations.
- 26.1.3 **CONSULTANT** and its subcontractors shall comply with the requirements of the Civil Rights Act of 1964, as amended, the Rehabilitation Act of 1973, P.L. 93-112, as amended, and any relevant program-specific regulations, and shall not discriminate against any employee or offeror for employment because of race, national origin, creed, color, sex, religion, age, disability or handicap condition (including AIDS and AIDS-related conditions).

27 LOBBYING:

- 27.1 The parties agree, whether expressly prohibited by federal law, or otherwise, that no funding associated with this Contract will be used for any purpose associated with or related to lobbying or influencing or attempting to lobby or influence for any purpose the following:
- 27.1.1 Any federal, state, county or local agency, legislature, commission, counsel or board;
- 27.1.2 Any federal, state, county or local legislator, commission member, counsel member, board member, or other elected official; or
- 27.1.3 Any officer or employee of any federal, state, county or local agency; legislature, commission, counsel or board.

28 **GENERAL WARRANTY**:

28.1 **CONSULTANT** warrants that all services, deliverables, and/or work product under this Contract shall be completed in a workmanlike manner consistent with standards in the trade, profession, or industry; shall conform to or exceed the specifications as set forth in the incorporated attachments; and shall be fit for ordinary use, of good quality, with no material defects.

29 **PROPER AUTHORITY**:

29.1 The parties hereto represent and warrant that the person executing this Contract on behalf of each party has full power and authority to enter into this Contract. **CONSULTANT** acknowledges that this Contract is effective only after approval by the Carson City Board of

Carson City Freeway Relocation Inspection Services

Supervisors and only for the period of time specified in this Contract. Any services performed by **CONSULTANT** before this Contract is effective or after it ceases to be effective are performed at the sole risk of **CONSULTANT**.

30 **ALTERNATIVE DISPUTE RESOLUTION:**

30.1 Pursuant to NRS 338.150, public body charged with the drafting of specifications for a public work shall include in the specifications a clause requiring the use of a method of alternative dispute resolution before initiation of a judicial action if a dispute arising between the public body and the contractor engaged on the public work cannot otherwise be settled. Therefore, in the event that a dispute arising between CITY and CONSULTANT cannot otherwise be settled, CITY and CONSULTANT agree that, before judicial action may be initiated, CITY and CONSULTANT will submit the dispute to non-binding mediation. CITY shall present CONSULTANT with a list of three potential mediators. CONSULTANT shall select one person to serve as the mediator from the list of potential mediators presented by CITY. The person selected as mediator shall determine the rules governing the mediation.

31 **GOVERNING LAW; JURISDICTION:**

31.1 This Contract and the rights and obligations of the parties hereto shall be governed by, and construed according to, the laws of the State of Nevada, without giving effect to any principle of conflict-of-law that would require the application of the law of any other jurisdiction. **CONSULTANT** consents and agrees to the jurisdiction of the courts of the State of Nevada located in Carson City, Nevada for enforcement of this Contract.

32 ENTIRE CONTRACT AND MODIFICATION:

32.1 This Contract and its integrated attachment(s) constitute the entire Contract of the parties and such are intended as a complete and exclusive statement of the promises, representations, negotiations, discussions, and other Contracts that may have been made in connection with the subject matter hereof. Unless an integrated attachment to this Contract specifically displays a mutual intent to amend a particular part of this Contract, general conflicts in language between any such attachment and this Contract shall be construed consistent with the terms of this Contract. Unless otherwise expressly authorized by the terms of this Contract, no modification or amendment to this Contract shall be binding upon the parties unless the same is in writing and signed by the respective parties hereto and approved by the Carson City Board of Supervisors.

Carson City Freeway Relocation Inspection Services

33 ACKNOWLEDGMENT AND EXECUTION:

33.1 In witness whereof, the parties hereto have caused this Contract to be signed and intend to be legally bound thereby.

CARSON CITY

Finance Director
Attn: Kim Belt, Purchasing and
Contracts Manager
201 North Carson Street Suite 3
Carson City, Nevada 89701
Telephone: 775-283-7137

Fax: 775-887-2107 KBelt@carson.org CITY'S LEGAL COUNSEL

Neil A. Rombardo, District Attorney

I have reviewed this Contract and approve as to its legal form.

By:

Kim Belt

DATED 4/24/12

B

Deputy District Attorney

DATED

CITY'S ORIGINATING DEPARTMENT

BY: Andrew Burnham, Director Carson City Public Works Department

3505 Butti Way Carson City, NV 89701 Telephone: 775-887-2355

Fax: 775-887-2112 ABurnham@carson.org

Bv

yndy Burnham

DATED

Carson City Freeway Relocation Inspection Services

Ruedy Edgington deposes and says: That he is the **CONSULTANT** or authorized agent of the **CONSULTANT**; that he has read the foregoing Contract; and that he understands the terms, conditions, and requirements thereof.

CONSULTANT
BY: Ruedy Edgington
TITLE: Vice President
FIRM: HDR Engineering, Inc.
CARSON CITY BUSINESS LICENSE #: 12-15594
Address: 9805 Double R Boulevard, Suite 101
City: Reno State: Nevada Zip Code: 89521
Telephone: 773-337-4700/ Fax #: 775-337-4774
E-majl Address: Ruedy.Edgington@hdrinc.com
well wington
(Signature of CONSULTANT)
DATED 4/24/12
NI
STATE OF Nevada)
Of the fee
County of <u>Claule</u>
and the state of t
Signed and sworn (or affirmed) before me on this 20th day of 1001, 2012,
by Kurdy Edgington
price. D. Schredei
(Signature of Notary)
(Notary Ctarry)
(Notary Stamp)
Notary Public - State of Nevada
County of Clark
JANICE D. SCHNEIDER
My Appointment Expires

No:06-107539-1

Carson City Freeway Relocation Inspection Services SAMPLE INVOICE

Invoice Date:	er: I:				
Vendor Numb HDR Engineer 9805 Double F Reno, NV 895	ring, Inc. R Boulevard, Suite 101		_		
Invoice shall b	e submitted to:				
Carson City Pe Attn: Karen W 3505 Butti Wa Carson City N	hite y				
Line Item #	Description	_	Unit Cost	Units Completed	Total \$\$
			_		
				otal for this invoice	
= contract sum Less this invoi	previously billed n prior to this invoice	\$ \$ \$			

ENCLOSE COPIES OF RECEIPTS & INVOICES FOR EXPENSES & OUTSIDE SERVICES

Carson City Freeway Relocation Inspection Services CONTRACT ACCEPTANCE AND EXECUTION:

2012 approved the acceptance of CONTR Supervisors authorizes the Mayor of Carson	Nevada at their publicly noticed meeting of May 3, ACT No. 1112-183. Further, the Board of on City, Nevada to set his hand to this document and his contract in accordance with the action taken.
	CARSON CITY, NEVADA
	ROBERT L. CROWELL, MAYOR
	DATED this 3 rd day of May, 2012.
ATTEST:	
ALAN GLOVER, CLERK-RECORDER	
DATED this 3 rd day of May, 2012.	

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ATTACHMENT A

April 10, 2012

Tom Guinn, P.E., Utility Manager Carson City Public Works 3505 Butti Way Carson City, NV 89701

Re: Carson City Freeway Utility Relocation Inspection Services

Letter Proposal

Dear Mr. Guinn:

Per our discussions, HDR Engineering is pleased to submit our letter proposal for inspection services for utility relocations in support of the Carson City Freeway Bypass project.

Please find attached our proposed fee schedule to provide the scope of services as requested. Our understanding of HDR's scope of work is based on the following:

- Provide (1) fulltime construction inspector for 80 working days for the inspection of utility relocations to be administered by NDOT. Construction inspector to provide written inspection report on a daily basis documenting the Contractor's activities.
- Provide limited project management services to augment and support the construction inspector and administer this proposal. 10% on the construction inspection hours was used as an estimate of the level of effort included in this proposal.
- 3. Provide access to materials inspection and testing services to augment NDOT's services should the need arise. A contingency of \$9,500.00 has been included in this proposal.
- Construction administrative services, document control, submittal and RFI review, meetings, etc. shall be conducted by others and not within HDR's scope of services.

If you should have any questions regarding this letter, please do not hesitate to contact me at your earliest possible convenience.

Since rely,

Kris Agers

Vice President

Rick Cooley – HDR Jim Morris - HDR

Carson City Freeway Utility Relocation Construction Management Services

						2102									
		Jan	Feb	Mar	Apr	May	րոր	Inf	Aug	Sep	Oct	Nov	Dec		
Preconstruction Services Construction Management Services	vices						,	<i>(6/2-</i> -							
Project Staffing Plan	910///000/04/01==========================				ANALES AND PROPERTY.	State of the state									
Months	Billing	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	No.	Dec	Total	Extension
Hours Per Month Construction Management Services	Hate	160	160	5002	000	160	09	<u>0</u>	160	002	500	160	160	Hours	for 2011
Principal in Charge	\$0.00	0.	0	0	0	0	0	0	ō	0	0	0	0	0	\$0.00
Project Director	\$185.00	0	ō	0	0	0	0	0	ō	0	0	0	0	0	\$0.00
Project Manager	\$185.00	ō	ō	0	0	0	0	0	10	8	ଯ	80	0	49	\$11,840.00
Construction Manager/Inspector	\$135.00	0	o	0	0	0	0	0	160	200	200	80	0	640	\$86,400.00
Construction Manager/Inspector	\$135.00	o	0	o	0	0	0	0	0	ō	0	0	0	0	\$0.00
Inspector	\$120.00	0	0	ō	0	0	0	0	Ö	0	0	0	0	0	\$0.00
Doc. Control Specialist	\$90.00	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00
Scheduler	\$185.00	0	0	ō	0	0	o	0	0	0	0	0	0	0	\$0.00
Subtotal Subtotal		0	0	0	0	0	0	0	176	220	220	88	0	704	\$98,240.00
Overtime Services - Additional Services	Services	7	7			-	-	7	7	3		4	C	c	ć ć
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Subtotal		0	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00
Special Services															ATT
Inspection/Testing Services	\$95,00	o	0	0	0	0	0	0	30	30	30	10	0	100	\$9,500.00
	\$0.00	0	0	0	0	0	0	0	0	0	0	0	0		\$0.00
Hourly Truck Rate	\$8.40	0	0	0	0	0	0	0	176	220	220	88	0	704	\$5,913.8D
Hourly Celiphone Rate	\$0.60	0	0	0	0	0	0	0	176	220	220	88	0		\$422.20
Computers and Electronics	\$3.70	0	0	0	0	0	0	0	176	220	220	88	0	704	\$2,604.99
Office Rental	\$1,000.00	0	0	0	0	0	0	0	0	0	0	Ó	0	0	\$0. 08
Sub Mark-up 5%	\$0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00
Additional Services	\$0.00	0	0	0	0	0	0	0	0	0	0		0	0	\$0.00
Subtotal															\$18,440.80
Totals														804	\$116,680.80