

3 **AN ORDINANCE** certifying and approving the need for  
4 the services of a consultant to provide professional  
5 On-Call Resident Project Representative/Inspection  
6 Services – August 1, 2019 – July 31, 2021 to the  
7 Division of City Utilities through its Board of Public  
8 Works.

9 **WHEREAS**, the City of Fort Wayne through its Board of Public Works desires to provide  
10 professional On-Call Resident Project Representative/Inspection Services – August 1, 2019 – July 31,  
11 2021- to the Division of City Utilities for new sanitary sewers, water mains and stormwater facilities on  
12 private developments and Utility funded Capital Improvement projects; and

13 **WHEREAS**, the City of Fort Wayne does not have the capability of performing this work  
14 with in-house forces; and

15 **WHEREAS**, the Board of Public Works believes that there is a need to employ 7NT  
16 Engineering, LLC, A&Z Engineering, LLC, DLZ of Indiana, LLC, GAI Consultants, Inc., Jacobs  
17 Engineering Group, Inc., and VS Engineering, Inc. to perform these services; and

18 **WHEREAS**, it is anticipated that the amount to be paid to said consultants on an annual  
19 basis, will be in excess of \$100,000.00.

20 **NOW, THEREFORE, BE IT ORDAINED BY THE COMMON COUNCIL OF THE CITY  
21 OF FORT WAYNE, INDIANA:**

22 **SECTION 1.** The Common Council of the City of Fort Wayne hereby certifies and  
23 approves the need for the services of consultants to provide professional On-Call Resident Project  
24 Representative/Inspection Services – August 1, 2019 – July 31, 2021- to the Division of City Utilities for  
25 new sanitary sewers, water mains and stormwater facilities on private developments and Utility Funded  
26 Capital Improvement project.

27 **SECTION 3.** This Ordinance shall be in full force and effect from and after its passage  
28 and any and all necessary approval by the Mayor.

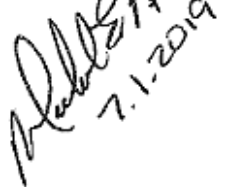
29   
30 Council Member

APPROVED AS TO FORM AND LEGALITY

31   
32 Carol Helton, City Attorney

## Interoffice Memo

Date: July 1, 2019  
To: Common Council Members  
From: Michael Kiester, Manager, City Utilities Engineering  
RE: **City Utilities-On Call Resident Project Representative/Inspection Services**



City Utilities has utilized the services of outside consultants for inspection services for many years. With the fluctuation of construction activity levels throughout the year, having a fixed in-house staff does not meet the needs of the construction program. By utilizing consultant firms for these services, the Utility is able to meet the fluctuation of high construction activity during the summer months, low construction during the winter months by relying on the consultant firms for the flexibility of staff.

The ordinance for inspection services includes the five firms that have been utilized since 2015; GAI Consultants, DLZ of Indiana, A&Z Engineering, Jacobs Engineering and VS Engineering, Inc. along with one new firm, 7NT Engineering. All six of these firms have a local Fort Wayne office.

The hourly rate for these services will increase slightly for the next two years. Developer Project Inspection rate will increase by \$3.00 from the previous 2015 level. The hourly rate for Developer Project Inspection will be \$58.00 per hour and the hourly rate for the Capital Project Inspection will be tiered at \$65.00 and \$75.00 per hour. Allen County Regional Sewer District projects will be \$60.00 per hour and Water Pollution Control Plant and Water Filtration Plant projects will be \$100.00 per hour. These are straight time hourly rates with no travel time paid and no premium for hours worked beyond the normal 8-hour day. Also, the Service Lateral Inspection has been included in this agreement at a flat rate of \$58.00 per inspection.

In 2017, consultants provided 24,322 hours of service for a total of \$1,551,142 and in 2018 consultants provided 21,649 hours of service for a total of \$1,377,021.

As a result of increased construction activity, it is anticipated that the compensation to these firms could exceed \$100,000 for the year; therefore we are asking Council to approve this ordinance.

**What Are The Implications If Not Approved?**

The Utility will not be able to provide adequate construction oversight on projects without the use of these consultant services without increasing staff. It would take a minimum of twelve additional staff members to cover projects if workload was constant. With the fluctuation of construction activities, personnel requirements would be greater in the summer months and reduced during the winter.

**If Prior Approval Is Being Requested, Justify:**

Prior approval NOT requested

The cost of said services is funded by the Water, Sewer, and Storm Utilities.

**Council Introduction Date: July 9, 2019**

CC: Matthew Wirtz  
Diane Brown

**CITY OF FORT WAYNE, INDIANA**

**7NT Enterprises, LLC**  
**(Vendor Name)**

**VENDOR DISCLOSURE STATEMENT RELATING TO:**

- 1. FINANCIAL INTERESTS;**
- 2. POTENTIAL CONFLICTS OF INTEREST;**
- 3. CURRENT AND PENDING CONTRACTS OR PROCUREMENTS**

Vendors desiring to enter into certain contracts with the City of Fort Wayne, Indiana (the "City") shall disclose their financial interests, potential conflicts of interest and current and pending contract or procurement information as set forth below.

The following disclosures by Vendors are required for all contracts with annual payments by the City in the amount of \$50,000 or more. Vendors shall disclose their financial interests, potential conflicts of interest and other contract and procurement information identified in Sections 1, 2 and 3 below as a prerequisite for consideration for a contract awarded by the City. This Disclosure Statement must be completed and submitted together with the Vendor's contract, bid, proposal or offer.

A publicly traded entity may submit its current 10K disclosure filing in satisfaction of the disclosure requirements set forth in Sections 1 and 2 below.

**Section 1: Disclosure of Financial Interest in Vendor**

a. If any individuals have either of the following financial interests in Vendor (or its parent), please check all that apply and provide their names and addresses (attach additional pages as necessary):

- (i) Equity ownership exceeding 5%  ( X )
- (ii) Distributable income share exceeding 5%
- (iii) Not Applicable (If N/A, go to Section 2)

Name: Pratap Rajadhyaksha Name: \_\_\_\_\_

Address: 8616 Albury Ct. Powell, OH 43065 Address: \_\_\_\_\_

b. For each individual listed in Section 1a. show his/her type of equity ownership:

sole proprietorship  stock   
partnership interest  units (LLC)   
other (explain) \_\_\_\_\_

c. For each individual listed in Section 1a. show the percentage of ownership interest in Vendor (or its parent):  
ownership interest:

Name: Pratap Rajadhyaksha 95 %

Name: \_\_\_\_\_ %

**Section 2: Disclosure of Potential Conflicts of Interest (not applicable for vendors who file a 10K)**

For each individual listed in Section 1a. check "Yes" or "No" to indicate which, if any, of the following potential conflict of interest relationships apply. If "Yes", please describe using space under applicable subsection (attach additional pages as necessary):

- a. City employment, currently or in the previous 3 years, including contractual employment for services:  
Yes \_\_\_\_\_ No X\_\_\_\_\_

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- b. City employment of "Member of Immediate Family" (defined herein as: *Spouse, Child, Step Child, Parent or Step Parent, Father-in-law or Mother-in-law, Brother or Sister, Step Brother or Step Sister, Half Brother or Half Sister, Brother-in-law or Sister-in-law, Son-in-law or Daughter-in-law, Grandparent or Step Grandparent, Grandparent or Step Grandparent of Spouse, Grandchild*)

Including contractual employment for services in the previous 3 years:

Yes \_\_\_\_\_ No X\_\_\_\_\_

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- c. Relationship to Member of Immediate Family holding elective City office currently or in the previous 3 years:  
Yes \_\_\_\_\_ No X\_\_\_\_\_

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**Section 3: DISCLOSURE OF OTHER CONTRACT AND PROCUREMENT RELATED INFORMATION**

- a. Does Vendor have **current** contracts (including leases) with the City? Yes X No \_\_\_\_\_

If "Yes", identify each current contract with descriptive information including purchase order or contract reference number, contract date and City contact below (attach additional pages as necessary).

Three Rivers Protection & Overflow Reduction Tunnel (3RPORT) Construction Contract

Managements Services TJ Short (260) 427-2740

Three Rivers Protection & Overflow Reduction Tunnel (3RPORT) Consolidation Geotechnical

Investigation. 4-25-19. Wendy Reust (260) 427-1367

- b. Does Vendor have **pending** contracts (including leases), bids, proposals, or other pending procurement relationship with the City? Yes X No \_\_\_\_\_

If "Yes", identify each pending matter with descriptive information including bid or project number, contract date and City contact using space below (attach additional pages as necessary).

On-Call Surveying and Drafting #2018-1. 10-2-18. Patrick Zaharako (260) 427-2789.

Does vendor have any existing employees that are also employed by the City of Fort Wayne?

Yes \_\_\_\_\_ No X

If "Yes", provide the employee's name, current position held at vendor, and employment payment terms (hourly, salaried, commissioned, etc.).

Name / Position / Payment Terms:

\_\_\_\_\_

Name / Position / Payment Terms:

\_\_\_\_\_

Name / Position / Payment Terms:

\_\_\_\_\_

- c. Does vendor's representative, agent, broker, dealer or distributor (if applicable) have any existing employees that are also employed by the City of Fort Wayne? For each instance, please provide the name of the representative, agent, broker, dealer or distributor; the name of the City employee, and the payment terms (hourly, salaried, commissioned, etc.).

Company / Name / Payment Terms: N/A

Company / Name / Payment Terms: \_\_\_\_\_

**Section 4: CERTIFICATION OF DISCLOSURES**

**In connection with the disclosures contained in Sections 1, 2 and 3 Vendor hereby certifies that, except as described in attached Schedule A:**

- a. Vendor (or its parent) has not, within the five (5) year period preceding the date of this Disclosure Statement, been debarred, suspended, proposed for debarment declared ineligible or voluntarily excluded from any transactions by any federal, state or local unit of government;
- b. No officer or director of Vendor (or its parent) or individual listed in Section 1a. is presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any offense;
- c. Vendor (or its parent) has not, within the five (5) year period preceding the date of this Disclosure Statement, had one or more public transactions (federal, state or local) terminated for cause or default;
- d. No officer or director of Vendor (or its parent) or individual listed in Section 1a. has, within the five (5) year period preceding the date of this Disclosure Statement, been convicted, adjudged guilty, or found liable in any criminal or civil action instituted by the City, the federal or state government or any other unit of local government; and
- e. Neither Vendor, nor its parent, nor any affiliated entity of Vendor, or any of their respective officers, directors, or individuals listed in Section 1a. is barred from contracting with any unit of any federal, state or local government as a result of engaging in or being convicted of: (i) bid-rigging; (ii) bid-rotating; or (iii) any similar federal or state offense that contains the same elements as the offense of bid-rigging or bid-rotating

- f. Pursuant to IC 5-22-16.5, Vendor hereby certifies they do NOT provide \$20 million dollars or more in goods or services to the energy sector of Iran. Vendor also certifies it is not a financial institution that extends \$20 million dollars or more in credit that will provide goods or services to the energy sector of Iran or extends \$20 million dollars or more in credit to a person identified on the list as a person engaging in investment activities in Iran.

The disclosures contained Sections 1, 2 and 3 and the foregoing Certifications are submitted by

7NT Enterprises, LLC  
(Name of Vendor)

1429 Dubois St. Fort Wayne, IN 46803

Address

( 260 ) 918-2302

Telephone

7NTLLC@Gmail.com

E-Mail Address

The individual authorized to sign on behalf of Vendor represents that he/she: (a) is fully informed regarding the matters pertaining to Vendor and its business; (b) has adequate knowledge to make the above representations and disclosures concerning Vendor; and (c) certifies that the foregoing representations and disclosures are true and accurate to the best of his/her knowledge and belief.

Name (Printed) Pratap Rajadhyaksha

Title President/CEO



Signature \_\_\_\_\_

Date 7-2-19

**NOTE: FAILURE TO COMPLETE AND RETURN THIS FORM WITH YOUR DOCUMENTATION MAY RESULT IN YOUR CONTRACT, OFFER, BID OR PROPOSAL BEING DISQUALIFIED FROM CONSIDERATION.**

**PROFESSIONAL SERVICES AGREEMENT**

**City Utilities- Resident Project Representative / Inspection Services**

This Agreement is by and between

**CITY OF FORT WAYNE ("CITY")**

By and through its

Board of Public Works  
City of Fort Wayne  
200 East Berry Street  
Suite 210  
Fort Wayne, IN 46802

and,

**PROJECT ENGINEER ("FIRM"):**

7NT Engineering, LLC  
3090 S. Tech Blvd.  
Springboro, Ohio 45342

Who agree as follows:

CITY hereby engages FIRM to perform the services set forth in Part I-Services ("Services") and FIRM agrees to perform the Services for the compensation set forth in Part III- Compensation ("Compensation"). FIRM shall be authorized to commence the Services upon execution of this Agreement and written authorization to proceed from CITY. CITY and FIRM agree that these signature pages, together with Parts I- IV constitute the entire Agreement ("Agreement") between them relating to this Project.

APPROVALS

APPROVED FOR CITY:

**BOARD OF PUBLIC WORKS**

BY: \_\_\_\_\_  
Shan Gunawardena, Chair

BY: \_\_\_\_\_  
Kumar Menon, Member

BY: \_\_\_\_\_  
Mike Avila, Member

ATTEST:

BY: \_\_\_\_\_  
Michelle Fulk-Vondran, Clerk

APPROVED FOR FIRM: 7NT ENGINEERING, LLC.

BY: \_\_\_\_\_

PRINTED NAME \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

**PART I**  
**FIRMS RESPONSIBILITIES**

**A. GENERAL RESPONSIBILITIES**

FIRM Shall:

1. Certify and warrant that it has the capacity to perform the services required by CITY with high professional quality, ability and expertise and further certify and warrant that it has the capacity and authority to enter into this Agreement.
2. Perform Resident Project Representative (RPR) and inspection services during the construction of Water Pollution Control and Water Filtration Facility projects along with sanitary sewers, water mains, and stormwater facilities in assigned projects, and perform onsite evaluation and observation services for lateral connections to CITY's infrastructure systems to determine whether said infrastructure/connections are constructed in substantial conformance with plans and specifications approved by Fort Wayne City Utilities Development Services or Engineering Department, City Utilities Design Standards Manual, and Chapters 51, 52 and 53 of the City Code of Fort Wayne, Indiana, as set forth in Service by Firm section included herein.
3. Maintain appropriate records and forms, as instructed by CITY and submit all records and forms to CITY as set forth in Services by Firm section.

**B. SERVICES BY FIRM:**

Services to be provided for the project are as follows:

1. FIRM shall have a designated person as a point of contact for RPR services oversight.
2. FIRM shall provide professional RPR, inspection, observation and testing services during the construction of facilities on assigned projects.
3. FIRM shall provide Inspection personnel as required for a period of time necessary to complete the construction project and prepare a final construction report.
  - a. The qualifications and experiences of personnel provided by FIRM are subject to approval by CITY. No personnel shall be assigned to the project until such approval is obtained.
  - b. The Inspector shall take directions from and report to CITY'S assigned Contract Manager (CM) on all matters concerning contract compliance and administration.
  - c. The Inspector shall coordinate project activities with CITY'S assigned Contract Manager.
4. FIRM shall also do the following:
  - a. FIRMS will be expected to fully utilize the Program Management Information System (PMIS), a web based system that will allow for FIRMS to submit inspection reports, photographs, and other various forms of project documentation electronically to City Utilities Engineering. When functionality becomes available, FIRMS shall submit invoices through PMIS.
  - b. FIRM will be expected to fully utilize AssetIound, a Mobile App to document daily construction activities (daily report), photos, and test reporting for uploading to PMIS.

- c. Serve as CITY'S Liaison with the Developer / Contractor, working principally through the Developer / Contractor's field superintendent or such other person in authority as designated by the Developer / Contractor. Acting in liaison capacity, the Inspector shall be thoroughly familiar with the plans and specifications applicable to the project and observe the construction for compliance with respect to all provisions therein.
- d. Review the NPDES Stormwater permit / plans and conduct on-site observations as a basis for determining that the project is proceeding in substantial conformance with the approved permit / plan requirements. Any deviation observed shall be reported in writing promptly to CITY by the Inspector.
- e. Review the construction schedule prepared by the Developer / Contractor and assist CITY in making sure schedule is being held to meet project milestones (ex. Substantial & Final Completion).
- f. Cooperate with CITY in dealing with the various local agencies having jurisdiction over the project.
- g. Provide observation of Capital, Developer, and ACRSD construction activities performed by the Contractor to ensure work complies with the contract documents and related project permits.
  - 1. Daily logs – to be loaded into AssetHound for both Developer and Capital projects each day of active construction
  - 2. Photos for construction progress (taken daily of relevant work activities) as well as for any potential claim situations-to be loaded into AssetHound each day of active construction
  - 3. Record on project drawings all field changes and daily production information
  - 4. Keep quantity records and accurate materials stored on site records for submittal to Contract Manager for progress payment reviews
  - 5. Keep detailed records on time and materials for work authorized as reimbursable
  - 6. Obtain and review all applicable easements required for successful completion of project and verify contractors are complying with and fulfilling the requirements outlined in easement documents.
  - 7. Obtain and review all applicable permits required for successful completion of project and verify contractors are complying with and fulfilling the requirements outlined in permits including limits of construction and ensure contractor stays out of restricted areas. Copies of permits are uploaded into the PMIS digital library by Contract Manager.
  - 8. Obtain and review traffic control plans and verify that all required traffic control devices are in place on a daily basis. Travel detour routes to verify appropriate signage is in place and other construction activities are not impeding traffic.
  - 9. Review compaction testing specifications (if applicable) and verify that compaction testing is being completed per specifications. Upload compaction test results into PMIS on a weekly basis.
- i. Inspect, at a minimum, the following:
  - 1. Bedding and backfill of stormwater and sanitary sewers and related structures
  - 2. Bedding, backfill and restraint of water mains, elbows, hydrants, valves, auxiliary valves, blow-offs, services and related appurtenances.
  - 3. Installation of manholes, lift stations and/or force mains
  - 4. Subgrade for horizontal and vertical alignment and compaction
  - 5. Rough and final grading of swales, ditches, and detention/retention facilities
  - 6. Testing of construction materials by private testing company may be called for on any of the above phases as required by the City Utilities Engineering Department or as requested by CITY.
  - 7. On-site verification of all required testing and as-built survey information.

8. Verification of invert elevations at each manhole during construction of sanitary and storm sewer main trunk lines to ensure design elevations (and associated design capacity) is being maintained.
  9. Electrical/mechanical, concrete, and/or structural infrastructure on Facility projects.
- h. Perform onsite evaluation and observation services for connections to City Utilities' infrastructure systems ("Service Connection").
- i. Inspect, at a minimum, the following
    1. Pipe bedding
    2. Pipe slope
    3. Pipe material, fittings, gaskets, boots, etc.
    4. Installation of cleanouts
    5. Connection of Service Connection at the building or to the existing building service line
    6. Non-wastewater water or materials do not and cannot flow into or infiltrate sewer pipes
    7. Connections to manholes, inlets, catch basins, or other structures on public infrastructure system are completed in compliance with approved plans, design and construction standards and specifications, and completed in a manner that does not adversely impact any structure.
    8. Drawing showing the location of the Service Connection on the property
  - ii. Upon receipt of CITY's Service Connection Evaluation request, FIRM shall dispatch and complete the on-site evaluation, and report deficiencies, if any, to CITY within (3) hours.
  - iii. Deliver completed tap record sheets (hard copy) to CITY by noon of the business day following completion of each evaluation.
- i. Furnish all equipment necessary to sample and test materials and/or provide on-site independent assurance testing of materials in accordance with standards and specifications of the Fort Wayne procedures and in accordance with current accepted practices, ordinances, and the most recent standards and specifications of the Division of Utilities, City Utilities Engineering Department as approved and adopted by the Board of Public Works.
- j. Verify that required testing has been accomplished and results of the testing are satisfactory
- k. Notify the Developer / Contractor and CITY in writing of any substandard work
- l. Consider and evaluate the Developer / Contractor's suggestions for modifications in drawings and/or specifications and report them with recommendations to CITY'S assigned Contract Manager.
- m. Representative of the firm shall notify CITY of any additional work requested by the CONTRACTOR beyond the original approved design prior to the work occurring. Representatives are not empowered to make changes to projects; all changes must be approved by CITY staff.
- n. On the PMIS Inspectors Daily Report, record hours on the job site (both inspector & contractor(s)), weather conditions, field superintendent/foreman's name, crew size, list of visiting officials, decisions, details of interactions and communication with the public or property owners/renters, safety observations, general observations, and specific observations with regard to test procedures and results of testing – to be loaded into PMIS daily.
- o. Take notes during and provide meeting minutes of all construction related meetings.

- p. Assist City CM with management of contractor's request for interpretation (RFI's) on clarification and interpretations, field orders, change orders, allowance authorizations, and work change directives.
- q. Assist the City CM in reviewing the Contractor's monthly pay quantities and application
- r. Assist City CM in preparing and coordinating change management documents, issuing defective work notices, performing final inspection and reviewing final punch lists from Contractor.
- s. Assist City CM to coordinate any necessary vendor installation certifications as well as startup and training activities
- t. Assist City CM with final project closeout documentation and help ensure that compliance efforts are completed so that project can be accepted by CU and the Board of Public Works and final payment be made to Contractor.
- u. Provide timely invoices to CITY.
- v. Provide a scanned copy of Inspector marked up as-built drawings at substantial completion of the project. If unable to provide a scanned copy, furnish marked up as-built drawings to Contract Manager for City to scan. Scanned drawings to be uploaded into PMIS digital library by Contract Manager.
- w. Deliver the final project records to the Construction Manager and upload tap, valve, and hydrant cards on Water projects to PMIS within ten (10) calendar days after satisfactory completion of the project.
- x. Incident Reporting – Should an accident occur on the project, notify Contract Manager immediately, then document with photos and prepare a report of the incident including but not limited to: What happened, all parties on site when accident occurred, what parties responded to provide assistance to the accident involved parties (if police, name of officer or number on squad car), what inspector personally witnessed, what may have occurred that inspector did not witness. Photos and report to be submitted to City Manager of Engineering by noon the day following the incident.
- y. Assist City Manager at Facility projects to inspect areas within confined space areas. Inspector shall be confined space certified and may be required to enter facilities as a part of a construction firms confined space entry team.
- z. Upon request by the City, if GPS coordinates are not secured by Contractor, Design Engineering firm, or Survey, Inspector shall gather GPS information utilizing GPS equipment with sub-meter (sub-foot desired) accuracy. At a minimum, coordinates must be recorded for Hydrants, valves, curb stops, corporation stops, directional change fittings, connection fittings, manholes, clean-outs, sewer taps, and other appurtenances as agreed upon at project assignment. Deliverable format shall be confirmed with the CITY at project assignment.
- aa. Notify CM and document in daily report when utilities other than the ones being installed as part of the project are encountered and are in interference with proposed infrastructure or damaged by the contractor.
- bb. Work with the public to resolve any complaints that are the result of construction activities. If complaint cannot be immediately resolved by disclosing to the contractor, notify the CM for assistance, guidance, and follow-up.

### C. KEY PERSONEL

FIRM shall provide a resume for all key personal that may be assigned to a project so that experience can be determined and appropriate compensation rate established.

FIRM'S key personal will be assigned on a project basis and as mutually agreed to by FIRM and CITY prior to the commencement of any work in accordance with this Agreement. On all projects, but specifically on Capital projects the City believes that continuity of RPR services is important to maintain quality and accountability. Upon assignment of a project to a FIRM and the FIRM'S proposed staff person(s) are confirmed, CU desires the staff person(s) be assigned to the project until completion. To accommodate the difficulties of FIRMS complying with this requirement under this on-call type arrangement, CU will allow (unless otherwise agreed upon during project assignment discussions) for the key staff person(s) to be substituted by other pre-approved staff person(s) a maximum of one incident or day per week.

City Utilities will also consider allowing RPR's with less experience than required (requirements noted above) for substitution on projects. These exceptions will need to be pre-approved on project by project basis.

### D. SCHEDULE

Services under this contract are to be completed from date of NTP until **July 31, 2021**. This contract can be extended by amendment and approval of CITY and FIRM.

1. FIRM shall commence its services on assigned PROJECT upon notification by CITY.
2. FIRM shall attend a pre-construction meeting with the DEVELOPER/CONTRACTOR before commencement of construction.
3. Firm shall attend progress meetings during construction as requested.
4. Firm's Inspector shall attend a post-construction meeting with City and others to provide feedback on the execution of the project.

## **PART II**

### **CITY'S RESPONSIBILITIES**

CITY, at its expense, shall provide the following in a timely manner so as not to delay the Services.

#### **A. INFORMATION AND REQUIREMENTS**

1. Provide all criteria and full information as to CITY'S requirements for the Project, including without limitation, design objectives and constraints capacity and performance requirements, flexibility, the project scope, the comprehensive engineering report, the general and special provisions of the construction agreement/contract and any budgetary limitations; and furnish copies or notify FIRM of all design and construction standards which CITY will require to be included in the required reports and all other items as described in PART 1.
2. CITY shall provide a CITY Representative with decision-making authority on all inquiries.
3. CITY shall supply FIRM with One (1) set of approved Sub-Division or Commercial Plans at least 2 business days prior to work.
4. CITY shall supply FIRM with One (1) set of approved Bid Documents (Plans & Specifications) at least 5 business days prior to a pre-construction meeting.

#### **B. REPRESENTATIVE:**

Designate representative for the project who shall have authority to transmit instructions, receive information, interpret and define CITY'S policies and make decisions with respect to the services.

Various Contract Managers representing City Utilities will be responsible for coordinating activities with specific FIRM representatives.

## PART III

### COMPENSATION, BILLING, PAYMENT AND SCHEDULE

#### A. COMPENSATION

##### FIRM'S COMPENSATION FOR SERVICES

1. For those services performed by FIRM, FIRM will be paid by CITY on the basis of actual hours of work performed by FIRM'S Inspector on this Agreement at the hourly rate listed below. This rate is inclusive of any clerical, project set-up or final project review by office personnel, and/or administrative/management cost by FIRM.
2. FIRM shall not include time spent commuting from office or home to and/or from a project site when computing hours worked on payment claims as outlined in Part 1. Costs for commuting between multiple projects will be compensated for in the following manner: Travel time between project A and B shall be charged to project B. Return travel time from project B to project A shall be charged to project A.
3. For those testing services performed by other than FIRM at the request of the CITY, FIRM shall be reimbursed by CITY for the actual invoice for the services performed by other than FIRM, provided that each such invoice shall be subject to approval as reasonable by CITY prior to any reimbursement therefore.

##### **PRIVATE/DEVELOPER PROJECTS**

City Private Developer projects are inspected approximately four hours per day during construction activities. Staff with relevant inspection experience in construction of sanitary/stormwater collection systems and water distribution systems is required.

1. FIRM shall be compensated at a rate of **fifty-eight dollars (\$58.00) per hour** per Inspector per DEVELOPER/CONTRACTOR'S project for the inspection services performed under this Agreement, inclusive of any clerical and/or administrative/management cost by FIRM. This rate will be paid for the employees of the FIRM whose resumes have been approved by the City for Private / Developer activities.
  - If requested by CITY, CITY shall compensate FIRM at above specified hourly rate for time spent attending the preconstruction conference, making visual on-site inspections after construction is complete, and evaluating the design or the construction as may be required.

##### **SERVICE LATERAL CONNECTIONS**

Service Lateral Connections are typically installed by private contractors and are inspected on a per connection basis. Staff with relevant inspection experience in construction of sanitary/stormwater collection systems and water distribution systems is required.

1. FIRM shall be compensated at a rate of **fifty-eight dollars (\$58.00) per requested service connection evaluation** for the inspection services performed under this Agreement, inclusive of any clerical and/or administrative/management cost by FIRM. This rate will be paid for the employees of the FIRM whose resumes have been approved by the City for Service Lateral Connection Evaluation activities.

## **ALLEN COUNTY REGIONAL SEWER DISTRICT PROJECTS**

ACRSD projects are typically inspected approximately four to eight hours per day depending on phase of construction. Staff with relevant inspection experience in construction of sanitary/stormwater collection systems and water distribution systems is required.

1. FIRM shall be compensated at a rate of **sixty dollars (\$60.00) per hour** per Inspector per ACRSD project for the inspection services performed under this Agreement, inclusive of any clerical and/or administrative/management cost by FIRM. This rate will be paid for the employees of the FIRM whose resumes have been approved by the City for ACRSD activities. FIRM's employees will typically have less than five years of experience. Inspectors that have less than five years of experience but have exhibited competent knowledge for the project assignment may be waived to a higher pay level upon approval by the City.
  - If requested by CITY, CITY shall compensate FIRM at above specified hourly rate for time spent attending the preconstruction conference, making visual on-site inspections after construction is complete, and evaluating the design or the construction as may be required.

## **CAPITAL PROJECTS**

City Capital projects are typically inspected approximately four to eight hours per day depending on phase of construction. Staff with relevant inspection experience in construction of sanitary/stormwater collection systems and water distribution systems is required. Experience with trenchless construction methods/technologies is also expected (CIPP lining, HDD, etc.) for certain projects.

1. FIRM shall be compensated at a rate of **sixty-five dollars (\$65.00) per hour** per Inspector per CAPITAL project for the inspection services performed under this Agreement, inclusive of any clerical and/or administrative/management cost by FIRM. This rate will be paid for the employees of the FIRM whose resumes have been approved by the City for Capital Project activities. FIRM's employees will typically have less than five years of experience. Inspectors that have less than five years of experience but have exhibited competent knowledge for the project assignment may be waived to the higher pay level upon approval by the City.
  - If requested by CITY, CITY shall compensate FIRM at above specified hourly rate for time spent attending the preconstruction conference, making visual on-site inspections after construction is complete, and evaluating the design or the construction as may be required.
2. FIRM shall be compensated at a rate of **seventy-five dollars (\$75.00) per hour** per Inspector per CAPITAL project for the inspection services performed under this Agreement, inclusive of any clerical and/or administrative/management cost by FIRM. This rate will be paid for the employees of the FIRM that have a minimum of five years of experience for larger projects or projects with more complex work- such as projects with electrical/mechanical facilities such as lift stations. Inspectors that have less than five years of experience but have exhibited competent knowledge for the project assignment may be waived to this higher pay level upon approval by the City.
  - If requested by CITY, CITY shall compensate FIRM at above specified hourly rate for time spent attending the preconstruction conference, making visual on-site inspections after construction is complete, and evaluating the design or the construction as may be required.

## **WATER POLLUTION CONTROL AND WATER FILTRATION PLANT PROJECTS**

City Plant projects are typically inspected approximately eight hours per day depending on phase of construction. Staff with relevant inspection experience in construction of Facility projects is required.

1. FIRM shall be compensated at a rate of **one hundred dollars (\$100.00) per hour** per Inspector per WATER POLLUTION CONTROL PLANT AND WATER FILTRATION PLANT project for the inspection services performed under this Agreement, inclusive of any clerical and/or administrative/management cost by FIRM. This rate will be paid for the employees of the FIRM that have a minimum of ten years of experience for larger projects or projects with more complex work- such as projects with electrical/mechanical facilities such as lift stations. Inspectors that have less than ten years of experience but have exhibited competent knowledge for the project assignment may be waived to this higher pay level upon approval by the City. Staff with experience in electrical/mechanical, concrete, and/or structural disciplines typically will be required on facility projects.

#### **PMIS TECHNICAL SUPPORT SERVICES**

Purpose of this Service is to provide Technical Support with PMIS for the CITY.

1. FIRM shall be compensated at a rate of **Eighty Five dollars (\$85.00) per hour** per Individual for providing as-needed assistance with PMIS, system enhancements, training, and general technical support as directed. Additional services may be included if directed.
2. Services provided under this category shall require prior approval from the Deputy Director of Engineering or Manager of Engineering.

#### **SPECIAL PROJECT SUPPORT SERVICES**

Purpose of this Service is to provide support to City Utilities staff with implementation of special projects as assigned.

1. FIRM shall be compensated at a rate of **seventy-five dollars (\$75.00) per hour** per Individual for providing as-needed assistance with project support including data gathering, customer outreach, and customer follow-up of City programs and services as directed. Additional services may be included if directed.
2. Services provided under this category shall require prior approval from the Deputy Director of Engineering or Manager of Engineering.

### **B. BILLING AND PAYMENT**

#### **METHOD OF PAYMENT**

FIRM shall submit a properly itemized invoice to CITY on a monthly basis. CITY shall pay FIRM within forty five (45) days after receipt of such properly itemized claim forms, unless claim is objected to in writing, in which case claim shall be paid within 15 days of resolution. All required items must be uploaded into PMIS prior to Invoice approval. Some deliverables for Service Lateral Connection inspection may need to be scanned and emailed or hard copies delivered to appropriate CITY personnel.

**PART IV**  
**STANDARD TERMS AND CONDITIONS**

1. **STANDARD OF CARE.** Services shall be performed in accordance with the standard of professional practice ordinarily exercised by the applicable profession at the time and within the locality where the services are performed. No warranty or guarantee, express or implied, are provided, including warranties or guarantees contained in any uniform commercial code.

2. **CHANGE OF SCOPE.** The scope of Services set forth in this Agreement is based on facts known at the time of execution of this Agreement, including, if applicable, information supplied by ENGINEER and CITY. ENGINEER will promptly notify CITY of any perceived changes of scope in writing and the parties shall negotiate modifications to this Agreement.

3. **SAFETY.** ENGINEER shall establish and maintain programs and procedures for the safety of its employees. ENGINEER specifically disclaims any authority or responsibility for general job site safety and safety of persons other than ENGINEER employees.

4. **DELAYS.** If events beyond the control of ENGINEER, including, but not limited to, fire, flood, explosion, riot, strike, war, process shutdown, act of God or the public enemy, and act or regulation of any government agency, result in delay to any schedule established in this Agreement, such schedule shall be extended for a period equal to the delay. In the event such delay exceeds 90 days, ENGINEER will be entitled to an equitable adjustment in compensation.

5. **TERMINATION/SUSPENSION.** Either party may terminate this Agreement upon 30 days written notice to the other party in the event of substantial failure by the other party to perform in accordance with its obligations under this Agreement through no fault of the terminating party. CITY shall pay ENGINEER for all Services, including profit relating thereto, rendered prior to termination, plus any expenses of termination.

ENGINEER or CITY, for purposes of convenience, may at any time by written notice terminate the services under this Agreement. In the event of such termination, ENGINEER shall be paid for all authorized services rendered prior to termination including reasonable profit and expenses relating thereto.

6. **REUSE OF PROJECT DELIVERABLES.** Reuse of any documents or other deliverables, including electronic media, pertaining to the Project by CITY for any purpose other than that for which such documents or deliverables were originally prepared, or alteration of such documents or deliverables without written verification or adaptation by ENGINEER for the specific purpose intended, shall be at CITY's sole risk.

7. **OPINIONS OF CONSTRUCTION COST.** Any opinion of construction costs prepared by ENGINEER is supplied for the general guidance of the CITY only. Since ENGINEER has no control over competitive bidding or market conditions, ENGINEER cannot guarantee the accuracy of such opinions as compared to contract bids or actual costs to CITY.

8. **RELATIONSHIP WITH CONTRACTORS.** ENGINEER shall serve as CITY's professional representative for the Services, and may make recommendations to CITY concerning actions relating to CITY's contractors, but ENGINEER specifically disclaims any authority to direct or supervise the means, methods, techniques, sequences or procedures of construction selected by CITY's contractors.

9. **MODIFICATION.** This Agreement, upon execution by both parties hereto, can be modified only by a written instrument signed by both parties.

10. **PROPRIETARY INFORMATION.** Information relating to the Project, unless in the public domain, shall be kept confidential by ENGINEER and shall not be made available to third parties without written consent of CITY.

11. **INSURANCE.** ENGINEER shall maintain in full force and effect during the performance of the Services the following insurance coverage; provided, however, that if a High Risk Insurance Attachment is attached hereto, the requirements of the High Risk Insurance Attachment shall be substituted in lieu of the following requirements:

a) Worker's Compensation per statutory requirements

b) General Liability \$1,000,000 minimum per occurrence/ \$1,000,000 aggregate (if the value of the projects exceeds \$10,000,000 then this shall be \$5,000,000 aggregate).

c) Automobile Liability \$1,000,000 per occurrence

d) Products Liability \$1,000,000 per occurrence

e) Completed Operations Liability \$1,000,000 minimum per occurrence

The Certificate of Insurance must show the City of Fort Wayne, its Divisions and Subsidiaries as an Additional Insured and a Certificate Holder, with 30 days notification of cancellation or non-renewal. All Certificates of Insurance should be sent to the following address:

City of Fort Wayne Purchasing Department  
200 East Berry St., Suite #480  
Fort Wayne, IN 46802

12. **INDEMNITIES.** To the fullest extent permitted by law, ENGINEER shall indemnify and save harmless the City from and against loss, liability, and damages sustained by CITY, its agents, employees, and representatives by reason of injury or death to persons or damage to tangible property to the extent caused directly by the negligent errors or omissions of ENGINEER, its agents or employees.

To the fullest extent permitted by law, City shall indemnify and save harmless, Engineer from and against loss, liability, and damages sustained by Engineer, its agents, employees, and representatives by any reason of injury or death to persons or damage to tangible property to the proportionate extent caused by the negligence of City, its agents or employees.

13. **LIMITATIONS OF LIABILITY.** Each party's liability to the other for any loss, cost, claim, liability, damage, or expense (including attorneys' fees) relating to or arising out of any negligent act or omission in its performance of obligations arising out of this Agreement, shall be limited to the amount of direct damage actually incurred. Absent gross negligence or knowing and willful misconduct which causes a loss, neither party shall be liable to the other for any indirect, special or consequential damage of any kind whatsoever.

14. **ASSIGNMENT.** The rights and obligations of this Agreement cannot be assigned by either party without written permission of the other party. This Agreement shall be binding upon and insure to the benefit of any permitted assigns.

15. **ACCESS.** CITY shall provide ENGINEER safe access to any premises necessary for ENGINEER to provide the Services.

16. **PREVAILING PARTY LITIGATION COSTS.** In the event any actions are brought to enforce this Agreement, the prevailing party shall be entitled to collect its litigation costs from the other party.

17. **NO WAIVER.** No waiver by either party of any default by the other party in the performance of any particular section of this Agreement shall invalidate another section of this Agreement or operate as a waiver of any future default, whether like or different in character.

18. **SEVERABILITY.** The various term, provisions and covenants herein contained shall be deemed to be separate and severable, and the invalidity or unenforceability of any of them shall not affect or impair the validity or enforceability of the remainder.

19. **AUTHORITY.** The persons signing this Agreement warrant that they have the authority to sign as, or on behalf of, the part for whom they are signing.

20. **STATUTE OF LIMITATION.** To the fullest extent permitted by law, parties agree that, except for claims for indemnification, the time period for bringing claims regarding Engineer's performance under this Agreement shall expire one year after Project Completion.

**CITY OF FORT WAYNE, INDIANA**

**A&Z Engineering, LLC, A&Z**

**(Vendor Name)**

**VENDOR DISCLOSURE STATEMENT RELATING TO:**

- 1. FINANCIAL INTERESTS;**
- 2. POTENTIAL CONFLICTS OF INTEREST;**
- 3. CURRENT AND PENDING CONTRACTS OR PROCUREMENTS**

Vendors desiring to enter into certain contracts with the City of Fort Wayne, Indiana (the "City") shall disclose their financial interests, potential conflicts of interest and current and pending contract or procurement information as set forth below.

The following disclosures by Vendors are required for all contracts with annual payments by the City in the amount of \$50,000 or more. Vendors shall disclose their financial interests, potential conflicts of interest and other contract and procurement information identified in Sections 1, 2 and 3 below as a prerequisite for consideration for a contract awarded by the City. This Disclosure Statement must be completed and submitted together with the Vendor's contract, bid, proposal or offer.

A publicly traded entity may submit its current 10K disclosure filing in satisfaction of the disclosure requirements set forth in Sections 1 and 2 below.

**Section 1: Disclosure of Financial Interest in Vendor**

a. If any individuals have either of the following financial interests in Vendor (or its parent), please check all that apply and provide their names and addresses (attach additional pages as necessary):

(i) Equity ownership exceeding 5%

(ii) Distributable income share exceeding 5%

(iii) Not Applicable (If N/A, go to Section 2)

Name: Jamal T. Anabtawi, PE

Name: Warren J. Zwick, PE

Address: 6927 Pintail Drake Court, Ft. Wayne, IN 4684

Address: 12226 Woodglen Dr. Ft. Wayne, IN 46814

b. For each individual listed in Section 1a. show his/her type of equity ownership:

sole proprietorship  stock

partnership interest  units (LLC)

other (explain) \_\_\_\_\_

c. For each individual listed in Section 1a. show the percentage of ownership interest in Vendor (or its parent):  
ownership interest:

Name: Jamal T. Anabtawi, PE 50%

Name: Warren J. Zwick, PE 50%

**Section 2: Disclosure of Potential Conflicts of Interest (not applicable for vendors who file a 10K)**

For each individual listed in Section 1a, check "Yes" or "No" to indicate which, if any, of the following potential conflict of interest relationships apply. If "Yes", please describe using space under applicable subsection (attach additional pages as necessary):

- a. City employment, currently or in the previous 3 years, including contractual employment for services:  
 Yes \_\_\_\_\_ No X\_\_\_\_\_

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- b. City employment of "Member of Immediate Family" (defined herein as: Spouse, Child, Step Child, Parent or Step Parent, Father-in-law or Mother-in-law, Brother or Sister, Step Brother or Step Sister, Half Brother or Half Sister, Brother-in-law or Sister-in-law, Son-in-law or Daughter-in-law, Grandparent or Step Grandparent, Grandparent or Step Grandparent of Spouse, Grandchild)  
 Including contractual employment for services in the previous 3 years:  
 Yes \_\_\_\_\_ No X\_\_\_\_\_

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- c. Relationship to Member of Immediate Family holding elective City office currently or in the previous 3 years:  
 Yes \_\_\_\_\_ No X\_\_\_\_\_

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**Section 3: DISCLOSURE OF OTHER CONTRACT AND PROCUREMENT RELATED INFORMATION**

- a. Does Vendor have current contracts (including leases) with the City? Yes X\_\_\_\_\_ No \_\_\_\_\_

If "Yes", identify each current contract with descriptive information including purchase order or contract reference number, contract date and City contact below (attach additional pages as necessary).

Maplecrest Rd Ph II – Rdwy Design	PO 14640024-000	Shan Gunawardena	04-24-2014
Huffman-Putnam – Sewer Design	WO 76114	Paul Powers	05-21-2015
2019 CUE On-Call Survey & Drafting	PO 18905032-000	Nathan Baggett	12-11-2018
On-Call Inspection	PO 17905007-000	Mike Kiester	02-07-2017
Liberty Mills Trail Ph II – Trail Design	WO 0167R	Dawn Ritchie	03-03-2017
Ardmore Ave – Rdwy Design	WO 0184N	Shan Gunawardena	03-14-2017
Airport Business Ctr Stm Wtr-Drainage	WO 83536	Ann Marie Smrcek	06-21-2017
Hessen Cassel Ph II Stm Wtr-Drainage	WO 83626	Charlie Cochran	12-08-2017
2019 FW On-Call Survey & Drafting		Patrick Zaharako	01-08-2019
2019 FW On-Call Permit		Patrick Zaharako	01-08-2019b.

- b. Does Vendor have pending contracts (including leases), bids, proposals, or other pending procurement relationship with the City? Yes X\_\_\_\_\_ No \_\_\_\_\_

If "Yes", identify each pending matter with descriptive information including bid or project number, contract date and City contact using space below (attach additional pages as necessary).

Ludwig Road Fee Proposal

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c. Does vendor have any existing employees that are also employed by the City of Fort Wayne?

Yes \_\_\_\_\_ No X\_\_\_\_\_

If "Yes", provide the employee's name, current position held at vendor, and employment payment terms (hourly, salaried, commissioned, etc.).

Name / Position / Payment Terms:

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Name / Position / Payment Terms:

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Name / Position / Payment Terms:

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d. Does vendor's representative, agent, broker, dealer or distributor (if applicable) have any existing employees that are also employed by the City of Fort Wayne? For each instance, please provide the name of the representative, agent, broker, dealer or distributor; the name of the City employee, and the payment terms (hourly, salaried, commissioned, etc.).

Company / Name / Payment Terms: \_\_\_\_\_

Company / Name / Payment Terms: \_\_\_\_\_

**Section 4: CERTIFICATION OF DISCLOSURES**

**In connection with the disclosures contained in Sections 1, 2 and 3 Vendor hereby certifies that, except as described in attached Schedule A:**

- a. Vendor (or its parent) has not, within the five (5) year period preceding the date of this Disclosure Statement, been debarred, suspended, proposed for debarment declared ineligible or voluntarily excluded from any transactions by any federal, state or local unit of government;
- b. No officer or director of Vendor (or its parent) or individual listed in Section 1a. is presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any offense;
- c. Vendor (or its parent) has not, within the five (5) year period preceding the date of this Disclosure Statement, had one or more public transactions (federal, state or local) terminated for cause or default;
- d. No officer or director of Vendor (or its parent) or individual listed in Section 1a. has, within the five

(5) year period preceding the date of this Disclosure Statement, been convicted, adjudged guilty, or found liable in any criminal or civil action instituted by the City, the federal or state government or any other unit of local government; and

- e. Neither Vendor, nor its parent, nor any affiliated entity of Vendor, or any of their respective officers, directors, or individuals listed in Section 1a. is barred from contracting with any unit of any federal, state or local government as a result of engaging in or being convicted of: (i) bid-rigging; (ii) bid-rotating; or (iii) any similar federal or state offense that contains the same elements as the offense of bid-rigging or bid-rotating
- f. Pursuant to IC 5-22-16.5, Vendor hereby certifies they do NOT provide \$20 million dollars or more in goods or services to the energy sector of Iran. Vendor also certifies it is not a financial institution that extends \$20 million dollars or more in credit that will provide goods or services to the energy sector of Iran or extends \$20 million dollars or more in credit to a person identified on the list as a person engaging in investment activities in Iran.

The disclosures contained Sections 1, 2 and 3 and the foregoing Certifications are submitted by

A&Z Engineering, LLC (A&Z)  
(Name of Vendor)

1220 Ruston Pass, Ft. Wayne, IN 46825  
Address  
( 260-485-7077)  
Telephone  
Jamal@az-engineering.net  
E-Mail Address

The individual authorized to sign on behalf of Vendor represents that he/she: (a) is fully informed regarding the matters pertaining to Vendor and its business; (b) has adequate knowledge to make the above representations and disclosures concerning Vendor; and (c) certifies that the foregoing representations and disclosures are true and accurate to the best of his/her knowledge and belief.

Name (Printed) Jamal T. Anabtawi, PE Title Co-Owner-Member

Signature  Date 7/1/2019

**NOTE: FAILURE TO COMPLETE AND RETURN THIS FORM WITH YOUR DOCUMENTATION MAY RESULT IN YOUR CONTRACT, OFFER, BID OR PROPOSAL BEING DISQUALIFIED FROM CONSIDERATION.**

**PROFESSIONAL SERVICES AGREEMENT**

**City Utilities- Resident Project Representative / Inspection Services**

This Agreement is by and between

**CITY OF FORT WAYNE ("CITY")**

By and through its

Board of Public Works  
City of Fort Wayne  
200 East Berry Street  
Suite 210  
Fort Wayne, IN 46802

and,

**PROJECT ENGINEER ("FIRM"):**

A & Z Engineering LLC  
1220 Ruston Pass  
Fort Wayne, IN 46825

Who agree as follows:

CITY hereby engages FIRM to perform the services set forth in Part I-Services ("Services") and FIRM agrees to perform the Services for the compensation set forth in Part III- Compensation ("Compensation"). FIRM shall be authorized to commence the Services upon execution of this Agreement and written authorization to proceed from CITY. CITY and FIRM agree that these signature pages, together with Parts I- IV constitute the entire Agreement ("Agreement") between them relating to this Project.

APPROVALS

APPROVED FOR CITY:

**BOARD OF PUBLIC WORKS**

BY: \_\_\_\_\_  
Shan Gunawardena, Chair

BY: \_\_\_\_\_  
Kumar Menon, Member

BY: \_\_\_\_\_  
Mike Avila, Member

ATTEST:

BY: \_\_\_\_\_  
Michelle Fulk-Vondran, Clerk

APPROVED FOR FIRM: A & Z ENGINEERING, LLC

BY: \_\_\_\_\_

PRINTED NAME \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

**PART I**  
**FIRMS RESPONSIBILITIES**

**A. GENERAL RESPONSIBILITIES**

FIRM Shall:

1. Certify and warrant that it has the capacity to perform the services required by CITY with high professional quality, ability and expertise and further certify and warrant that it has the capacity and authority to enter into this Agreement.
2. Perform Resident Project Representative (RPR) and inspection services during the construction of Water Pollution Control and Water Filtration Facility projects along with sanitary sewers, water mains, and stormwater facilities in assigned projects, and perform onsite evaluation and observation services for lateral connections to CITY's infrastructure systems to determine whether said infrastructure/connections are constructed in substantial conformance with plans and specifications approved by Fort Wayne City Utilities Development Services or Engineering Department, City Utilities Design Standards Manual, and Chapters 51, 52 and 53 of the City Code of Fort Wayne, Indiana, as set forth in Service by Firm section included herein.
3. Maintain appropriate records and forms, as instructed by CITY and submit all records and forms to CITY as set forth in Services by Firm section.

**B. SERVICES BY FIRM:**

Services to be provided for the project are as follows:

1. FIRM shall have a designated person as a point of contact for RPR services oversight.
2. FIRM shall provide professional RPR, inspection, observation and testing services during the construction of facilities on assigned projects.
3. FIRM shall provide Inspection personnel as required for a period of time necessary to complete the construction project and prepare a final construction report.
  - a. The qualifications and experiences of personnel provided by FIRM are subject to approval by CITY. No personnel shall be assigned to the project until such approval is obtained.
  - b. The Inspector shall take directions from and report to CITY'S assigned Contract Manager (CM) on all matters concerning contract compliance and administration.
  - c. The Inspector shall coordinate project activities with CITY'S assigned Contract Manager.
4. FIRM shall also do the following:
  - a. FIRMS will be expected to fully utilize the Program Management Information System (PMIS), a web based system that will allow for FIRMS to submit inspection reports, photographs, and other various forms of project documentation electronically to City Utilities Engineering. When functionality becomes available, FIRMS shall submit invoices through PMIS.
  - b. FIRM will be expected to fully utilize AssetHound, a Mobile App to document daily construction activities (daily report), photos, and test reporting for uploading to PMIS.

- c. Serve as CITY'S Liaison with the Developer / Contractor, working principally through the Developer / Contractor's field superintendent or such other person in authority as designated by the Developer / Contractor. Acting in liaison capacity, the Inspector shall be thoroughly familiar with the plans and specifications applicable to the project and observe the construction for compliance with respect to all provisions therein.
- d. Review the NPDES Stormwater permit / plans and conduct on-site observations as a basis for determining that the project is proceeding in substantial conformance with the approved permit / plan requirements. Any deviation observed shall be reported in writing promptly to CITY by the Inspector.
- e. Review the construction schedule prepared by the Developer / Contractor and assist CITY in making sure schedule is being held to meet project milestones (ex. Substantial & Final Completion).
- f. Cooperate with CITY in dealing with the various local agencies having jurisdiction over the project.
- g. Provide observation of Capital, Developer, and ACRSD construction activities performed by the Contractor to ensure work complies with the contract documents and related project permits.
  - 1. Daily logs – to be loaded into AssetHound for both Developer and Capital projects each day of active construction
  - 2. Photos for construction progress (taken daily of relevant work activities) as well as for any potential claim situations-to be loaded into AssetHound each day of active construction
  - 3. Record on project drawings all field changes and daily production information
  - 4. Keep quantity records and accurate materials stored on site records for submittal to Contract Manager for progress payment reviews
  - 5. Keep detailed records on time and materials for work authorized as reimbursable
  - 6. Obtain and review all applicable easements required for successful completion of project and verify contractors are complying with and fulfilling the requirements outlined in easement documents.
  - 7. Obtain and review all applicable permits required for successful completion of project and verify contractors are complying with and fulfilling the requirements outlined in permits including limits of construction and ensure contractor stays out of restricted areas. Copies of permits are uploaded into the PMIS digital library by Contract Manager.
  - 8. Obtain and review traffic control plans and verify that all required traffic control devices are in place on a daily basis. Travel detour routes to verify appropriate signage is in place and other construction activities are not impeding traffic.
  - 9. Review compaction testing specifications (if applicable) and verify that compaction testing is being completed per specifications. Upload compaction test results into PMIS on a weekly basis.
- i. Inspect, at a minimum, the following:
  - 1. Bedding and backfill of stormwater and sanitary sewers and related structures
  - 2. Bedding, backfill and restraint of water mains, elbows, hydrants, valves, auxiliary valves, blow-offs, services and related appurtenances.
  - 3. Installation of manholes, lift stations and/or force mains
  - 4. Subgrade for horizontal and vertical alignment and compaction
  - 5. Rough and final grading of swales, ditches, and detention/retention facilities
  - 6. Testing of construction materials by private testing company may be called for on any of the above phases as required by the City Utilities Engineering Department or as requested by CITY.
  - 7. On-site verification of all required testing and as-built survey information.

8. Verification of invert elevations at each manhole during construction of sanitary and storm sewer main trunk lines to ensure design elevations (and associated design capacity) is being maintained.
  9. Electrical/mechanical, concrete, and/or structural infrastructure on Facility projects.
- h. Perform onsite evaluation and observation services for connections to City Utilities' infrastructure systems ("Service Connection").
- i. Inspect, at a minimum, the following
    1. Pipe bedding
    2. Pipe slope
    3. Pipe material, fittings, gaskets, boots, etc.
    4. Installation of cleanouts
    5. Connection of Service Connection at the building or to the existing building service line
    6. Non-wastewater water or materials do not and cannot flow into or infiltrate sewer pipes
    7. Connections to manholes, inlets, catch basins, or other structures on public infrastructure system are completed in compliance with approved plans, design and construction standards and specifications, and completed in a manner that does not adversely impact any structure.
    8. Drawing showing the location of the Service Connection on the property
  - ii. Upon receipt of CITY's Service Connection Evaluation request, FIRM shall dispatch and complete the on-site evaluation, and report deficiencies, if any, to CITY within (3) hours.
  - iii. Deliver completed tap record sheets (hard copy) to CITY by noon of the business day following completion of each evaluation.
- i. Furnish all equipment necessary to sample and test materials and/or provide on-site independent assurance testing of materials in accordance with standards and specifications of the Fort Wayne procedures and in accordance with current accepted practices, ordinances, and the most recent standards and specifications of the Division of Utilities, City Utilities Engineering Department as approved and adopted by the Board of Public Works.
- j. Verify that required testing has been accomplished and results of the testing are satisfactory
- k. Notify the Developer / Contractor and CITY in writing of any substandard work
- l. Consider and evaluate the Developer / Contractor's suggestions for modifications in drawings and/or specifications and report them with recommendations to CITY'S assigned Contract Manager.
- m. Representative of the firm shall notify CITY of any additional work requested by the CONTRACTOR beyond the original approved design prior to the work occurring. Representatives are not empowered to make changes to projects; all changes must be approved by CITY staff.
- n. On the PMIS Inspectors Daily Report, record hours on the job site (both inspector & contractor(s)), weather conditions, field superintendent/foreman's name, crew size, list of visiting officials, decisions, details of interactions and communication with the public or property owners/renters, safety observations, general observations, and specific observations with regard to test procedures and results of testing – to be loaded into PMIS daily.
- o. Take notes during and provide meeting minutes of all construction related meetings.

- p. Assist City CM with management of contractor's request for interpretation (RFI's) on clarification and interpretations, field orders, change orders, allowance authorizations, and work change directives.
- q. Assist the City CM in reviewing the Contractor's monthly pay quantities and application
- r. Assist City CM in preparing and coordinating change management documents, issuing defective work notices, performing final inspection and reviewing final punch lists from Contractor.
- s. Assist City CM to coordinate any necessary vendor installation certifications as well as startup and training activities
- t. Assist City CM with final project closeout documentation and help ensure that compliance efforts are completed so that project can be accepted by CU and the Board of Public Works and final payment be made to Contractor.
- u. Provide timely invoices to CITY.
- v. Provide a scanned copy of Inspector marked up as-built drawings at substantial completion of the project. If unable to provide a scanned copy, furnish marked up as-built drawings to Contract Manager for City to scan. Scanned drawings to be uploaded into PMIS digital library by Contract Manager.
- w. Deliver the final project records to the Construction Manager and upload tap, valve, and hydrant cards on Water projects to PMIS within ten (10) calendar days after satisfactory completion of the project.
- x. Incident Reporting – Should an accident occur on the project, notify Contract Manager immediately, then document with photos and prepare a report of the incident including but not limited to: What happened, all parties on site when accident occurred, what parties responded to provide assistance to the accident involved parties (if police, name of officer or number on squad car), what inspector personally witnessed, what may have occurred that inspector did not witness. Photos and report to be submitted to City Manager of Engineering by noon the day following the incident.
- y. Assist City Manager at Facility projects to inspect areas within confined space areas. Inspector shall be confined space certified and may be required to enter facilities as a part of a construction firms confined space entry team.
- z. Upon request by the City, if GPS coordinates are not secured by Contractor, Design Engineering firm, or Survey, Inspector shall gather GPS information utilizing GPS equipment with sub-meter (sub-foot desired) accuracy. At a minimum, coordinates must be recorded for Hydrants, valves, curb stops, corporation stops, directional change fittings, connection fittings, manholes, clean-outs, sewer taps, and other appurtenances as agreed upon at project assignment. Deliverable format shall be confirmed with the CITY at project assignment.
- aa. Notify CM and document in daily report when utilities other than the ones being installed as part of the project are encountered and are in interference with proposed infrastructure or damaged by the contractor.
- bb. Work with the public to resolve any complaints that are the result of construction activities. If complaint cannot be immediately resolved by disclosing to the contractor, notify the CM for assistance, guidance, and follow-up.

### **C. KEY PERSONEL**

FIRM shall provide a resume for all key personal that may be assigned to a project so that experience can be determined and appropriate compensation rate established.

FIRM'S key personal will be assigned on a project basis and as mutually agreed to by FIRM and CITY prior to the commencement of any work in accordance with this Agreement. On all projects, but specifically on Capital projects the City believes that continuity of RPR services is important to maintain quality and accountability. Upon assignment of a project to a FIRM and the FIRM'S proposed staff person(s) are confirmed, CU desires the staff person(s) be assigned to the project until completion. To accommodate the difficulties of FIRMS complying with this requirement under this on-call type arrangement, CU will allow (unless otherwise agreed upon during project assignment discussions) for the key staff person(s) to be substituted by other pre-approved staff person(s) a maximum of one incident or day per week.

City Utilities will also consider allowing RPR's with less experience than required (requirements noted above) for substitution on projects. These exceptions will need to be pre-approved on project by project basis.

### **D. SCHEDULE**

Services under this contract are to be completed from date of NTP until **July 31, 2021**. This contract can be extended by amendment and approval of CITY and FIRM.

1. FIRM shall commence its services on assigned PROJECT upon notification by CITY.
2. FIRM shall attend a pre-construction meeting with the DEVELOPER/CONTRACTOR before commencement of construction.
3. Firm shall attend progress meetings during construction as requested.
4. Firm's Inspector shall attend a post-construction meeting with City and others to provide feedback on the execution of the project.

## **PART II**

### **CITY'S RESPONSIBILITIES**

CITY, at its expense, shall provide the following in a timely manner so as not to delay the Services.

#### **A. INFORMATION AND REQUIREMENTS**

1. Provide all criteria and full information as to CITY'S requirements for the Project, including without limitation, design objectives and constraints capacity and performance requirements, flexibility, the project scope, the comprehensive engineering report, the general and special provisions of the construction agreement/contract and any budgetary limitations; and furnish copies or notify FIRM of all design and construction standards which CITY will require to be included in the required reports and all other items as described in PART 1.
2. CITY shall provide a CITY Representative with decision-making authority on all inquiries.
3. CITY shall supply FIRM with One (1) set of approved Sub-Division or Commercial Plans at least 2 business days prior to work.
4. CITY shall supply FIRM with One (1) set of approved Bid Documents (Plans & Specifications) at least 5 business days prior to a pre-construction meeting.

#### **B. REPRESENTATIVE:**

Designate representative for the project who shall have authority to transmit instructions, receive information, interpret and define CITY'S policies and make decisions with respect to the services.

Various Contract Managers representing City Utilities will be responsible for coordinating activities with specific FIRM representatives.

## PART III

### COMPENSATION, BILLING, PAYMENT AND SCHEDULE

#### A. COMPENSATION

##### FIRM'S COMPENSATION FOR SERVICES

1. For those services performed by FIRM, FIRM will be paid by CITY on the basis of actual hours of work performed by FIRM'S Inspector on this Agreement at the hourly rate listed below. This rate is inclusive of any clerical, project set-up or final project review by office personnel, and/or administrative/management cost by FIRM.
2. FIRM shall not include time spent commuting from office or home to and/or from a project site when computing hours worked on payment claims as outlined in Part 1. Costs for commuting between multiple projects will be compensated for in the following manner: Travel time between project A and B shall be charged to project B. Return travel time from project B to project A shall be charged to project A.
3. For those testing services performed by other than FIRM at the request of the CITY, FIRM shall be reimbursed by CITY for the actual invoice for the services performed by other than FIRM, provided that each such invoice shall be subject to approval as reasonable by CITY prior to any reimbursement therefore.

##### **PRIVATE/DEVELOPER PROJECTS**

City Private Developer projects are inspected approximately four hours per day during construction activities. Staff with relevant inspection experience in construction of sanitary/stormwater collection systems and water distribution systems is required.

1. FIRM shall be compensated at a rate of **fifty-eight dollars (\$58.00) per hour** per Inspector per DEVELOPER/CONTRACTOR'S project for the inspection services performed under this Agreement, inclusive of any clerical and/or administrative/management cost by FIRM. This rate will be paid for the employees of the FIRM whose resumes have been approved by the City for Private / Developer activities.
  - If requested by CITY, CITY shall compensate FIRM at above specified hourly rate for time spent attending the preconstruction conference, making visual on-site inspections after construction is complete, and evaluating the design or the construction as may be required.

##### **SERVICE LATERAL CONNECTIONS**

Service Lateral Connections are typically installed by private contractors and are inspected on a per connection basis. Staff with relevant inspection experience in construction of sanitary/stormwater collection systems and water distribution systems is required.

1. FIRM shall be compensated at a rate of **fifty-eight dollars (\$58.00) per requested service connection evaluation** for the inspection services performed under this Agreement, inclusive of any clerical and/or administrative/management cost by FIRM. This rate will be paid for the employees of the FIRM whose resumes have been approved by the City for Service Lateral Connection Evaluation activities.

## **ALLEN COUNTY REGIONAL SEWER DISTRICT PROJECTS**

ACRSD projects are typically inspected approximately four to eight hours per day depending on phase of construction. Staff with relevant inspection experience in construction of sanitary/stormwater collection systems and water distribution systems is required.

1. FIRM shall be compensated at a rate of **sixty dollars (\$60.00) per hour** per Inspector per ACRSD project for the inspection services performed under this Agreement, inclusive of any clerical and/or administrative/management cost by FIRM. This rate will be paid for the employees of the FIRM whose resumes have been approved by the City for ACRSD activities. FIRM's employees will typically have less than five years of experience. Inspectors that have less than five years of experience but have exhibited competent knowledge for the project assignment may be waived to a higher pay level upon approval by the City.
  - If requested by CITY, CITY shall compensate FIRM at above specified hourly rate for time spent attending the preconstruction conference, making visual on-site inspections after construction is complete, and evaluating the design or the construction as may be required.

## **CAPITAL PROJECTS**

City Capital projects are typically inspected approximately four to eight hours per day depending on phase of construction. Staff with relevant inspection experience in construction of sanitary/stormwater collection systems and water distribution systems is required. Experience with trenchless construction methods/technologies is also expected (CIPP lining, HDD, etc.) for certain projects.

1. FIRM shall be compensated at a rate of **sixty-five dollars (\$65.00) per hour** per Inspector per CAPITAL project for the inspection services performed under this Agreement, inclusive of any clerical and/or administrative/management cost by FIRM. This rate will be paid for the employees of the FIRM whose resumes have been approved by the City for Capital Project activities. FIRM's employees will typically have less than five years of experience. Inspectors that have less than five years of experience but have exhibited competent knowledge for the project assignment may be waived to the higher pay level upon approval by the City.
  - If requested by CITY, CITY shall compensate FIRM at above specified hourly rate for time spent attending the preconstruction conference, making visual on-site inspections after construction is complete, and evaluating the design or the construction as may be required.
2. FIRM shall be compensated at a rate of **seventy-five dollars (\$75.00) per hour** per Inspector per CAPITAL project for the inspection services performed under this Agreement, inclusive of any clerical and/or administrative/management cost by FIRM. This rate will be paid for the employees of the FIRM that have a minimum of five years of experience for larger projects or projects with more complex work- such as projects with electrical/mechanical facilities such as lift stations. Inspectors that have less than five years of experience but have exhibited competent knowledge for the project assignment may be waived to this higher pay level upon approval by the City.
  - If requested by CITY, CITY shall compensate FIRM at above specified hourly rate for time spent attending the preconstruction conference, making visual on-site inspections after construction is complete, and evaluating the design or the construction as may be required.

## **WATER POLLUTION CONTROL AND WATER FILTRATION PLANT PROJECTS**

City Plant projects are typically inspected approximately eight hours per day depending on phase of construction. Staff with relevant inspection experience in construction of Facility projects is required.

1. FIRM shall be compensated at a rate of **one hundred dollars (\$100.00) per hour** per Inspector per WATER POLLUTION CONTROL PLANT AND WATER FILTRATION PLANT project for the inspection services performed under this Agreement, inclusive of any clerical and/or administrative/management cost by FIRM. This rate will be paid for the employees of the FIRM that have a minimum of ten years of experience for larger projects or projects with more complex work- such as projects with electrical/mechanical facilities such as lift stations. Inspectors that have less than ten years of experience but have exhibited competent knowledge for the project assignment may be waived to this higher pay level upon approval by the City. Staff with experience in electrical/mechanical, concrete, and/or structural disciplines typically will be required on facility projects.

#### **PMIS TECHNICAL SUPPORT SERVICES**

Purpose of this Service is to provide Technical Support with PMIS for the CITY.

1. FIRM shall be compensated at a rate of **Eighty Five dollars (\$85.00) per hour** per Individual for providing as-needed assistance with PMIS, system enhancements, training, and general technical support as directed. Additional services may be included if directed.
2. Services provided under this category shall require prior approval from the Deputy Director of Engineering or Manager of Engineering.

#### **SPECIAL PROJECT SUPPORT SERVICES**

Purpose of this Service is to provide support to City Utilities staff with implementation of special projects as assigned.

1. FIRM shall be compensated at a rate of **seventy-five dollars (\$75.00) per hour** per Individual for providing as-needed assistance with project support including data gathering, customer outreach, and customer follow-up of City programs and services as directed. Additional services may be included if directed.
2. Services provided under this category shall require prior approval from the Deputy Director of Engineering or Manager of Engineering.

### **B. BILLING AND PAYMENT**

#### **METHOD OF PAYMENT**

FIRM shall submit a properly itemized invoice to CITY on a monthly basis. CITY shall pay FIRM within forty five (45) days after receipt of such properly itemized claim forms, unless claim is objected to in writing, in which case claim shall be paid within 15 days of resolution. All required items must be uploaded into PMIS prior to Invoice approval. Some deliverables for Service Lateral Connection inspection may need to be scanned and emailed or hard copies delivered to appropriate CITY personnel.

**PART IV  
STANDARD TERMS AND CONDITIONS**

1. **STANDARD OF CARE.** Services shall be performed in accordance with the standard of professional practice ordinarily exercised by the applicable profession at the time and within the locality where the services are performed. No warranty or guarantee, express or implied, are provided, including warranties or guarantees contained in any uniform commercial code.

2. **CHANGE OF SCOPE.** The scope of Services set forth in this Agreement is based on facts known at the time of execution of this Agreement, including, if applicable, information supplied by ENGINEER and CITY. ENGINEER will promptly notify CITY of any perceived changes of scope in writing and the parties shall negotiate modifications to this Agreement.

3. **SAFETY.** ENGINEER shall establish and maintain programs and procedures for the safety of its employees. ENGINEER specifically disclaims any authority or responsibility for general job site safety and safety of persons other than ENGINEER employees.

4. **DELAYS.** If events beyond the control of ENGINEER, including, but not limited to, fire, flood, explosion, riot, strike, war, process shutdown, act of God or the public enemy, and act or regulation of any government agency, result in delay to any schedule established in this Agreement, such schedule shall be extended for a period equal to the delay. In the event such delay exceeds 90 days, ENGINEER will be entitled to an equitable adjustment in compensation.

5. **TERMINATION/SUSPENSION.** Either party may terminate this Agreement upon 30 days written notice to the other party in the event of substantial failure by the other party to perform in accordance with its obligations under this Agreement through no fault of the terminating party. CITY shall pay ENGINEER for all Services, including profit relating thereto, rendered prior to termination, plus any expenses of termination.

ENGINEER or CITY, for purposes of convenience, may at any time by written notice terminate the services under this Agreement. In the event of such termination, ENGINEER shall be paid for all authorized services rendered prior to termination including reasonable profit and expenses relating thereto.

6. **REUSE OF PROJECT DELIVERABLES.** Reuse of any documents or other deliverables, including electronic media, pertaining to the Project by CITY for any purpose other than that for which such documents or deliverables were originally prepared, or alteration of such documents or deliverables without written verification or adaptation by ENGINEER for the specific purpose intended, shall be at CITY's sole risk.

7. **OPINIONS OF CONSTRUCTION COST.** Any opinion of construction costs prepared by ENGINEER is supplied for the general guidance of the CITY only. Since ENGINEER has no control over competitive bidding or market conditions, ENGINEER cannot guarantee the accuracy of such opinions as compared to contract bids or actual costs to CITY.

8. **RELATIONSHIP WITH CONTRACTORS.** ENGINEER shall serve as CITY's professional representative for the Services, and may make recommendations to CITY concerning actions relating to CITY's contractors, but ENGINEER specifically disclaims any authority to direct or supervise the means, methods, techniques, sequences or procedures of construction selected by CITY's contractors.

9. **MODIFICATION.** This Agreement, upon execution by both parties hereto, can be modified only by a written instrument signed by both parties.

10. **PROPRIETARY INFORMATION.** Information relating to the Project, unless in the public domain, shall be kept confidential by ENGINEER and shall not be made available to third parties without written consent of CITY.

11. **INSURANCE.** ENGINEER shall maintain in full force and effect during the performance of the Services the following insurance coverage; provided, however, that if a High Risk Insurance Attachment is attached hereto, the requirements of the High Risk Insurance Attachment shall be substituted in lieu of the following requirements;

a) Worker's Compensation per statutory requirements

b) General Liability \$1,000,000 minimum per occurrence/ \$1,000,000 aggregate (if the value of the projects exceeds \$10,000,000 then this shall be \$5,000,000 aggregate).

c) Automobile Liability \$1,000,000 per occurrence

d) Products Liability \$1,000,000 per occurrence

e) Completed Operations Liability \$1,000,000 minimum per occurrence

The Certificate of Insurance must show the City of Fort Wayne, its Divisions and Subsidiaries as an Additional Insured and a Certificate Holder, with 30 days notification of cancellation or non-renewal. All Certificates of Insurance should be sent to the following address:

City of Fort Wayne Purchasing Department  
200 East Berry St., Suite #480  
Fort Wayne, IN 46802

12. **INDEMNITIES.** To the fullest extent permitted by law, ENGINEER shall indemnify and save harmless the City from and against loss, liability, and damages sustained by CITY, its agents, employees, and representatives by reason of injury or death to persons or damage to tangible property to the extent caused directly by the negligent errors or omissions of ENGINEER, its agents or employees.

To the fullest extent permitted by law, City shall indemnify and save harmless, Engineer from and against loss, liability, and damages sustained by Engineer, its agents, employees, and representatives by any reason of injury or death to persons or damage to tangible property to the proportionate extent caused by the negligence of City, its agents or employees.

13. **LIMITATIONS OF LIABILITY.** Each party's liability to the other for any loss, cost, claim, liability, damage, or expense (including attorneys' fees) relating to or arising out of any negligent act or omission in its performance of obligations arising out of this Agreement, shall be limited to the amount of direct damage actually incurred. Absent gross negligence or knowing and willful misconduct which causes a loss, neither party shall be liable to the other for any indirect, special or consequential damage of any kind whatsoever.

14. **ASSIGNMENT.** The rights and obligations of this Agreement cannot be assigned by either party without written permission of the other party. This Agreement shall be binding upon and insure to the benefit of any permitted assigns.

15. **ACCESS.** CITY shall provide ENGINEER safe access to any premises necessary for ENGINEER to provide the Services.

16. **PREVAILING PARTY LITIGATION COSTS.** In the event any actions are brought to enforce this Agreement, the prevailing party shall be entitled to collect its litigation costs from the other party.

17. **NO WAIVER.** No waiver by either party of any default by the other party in the performance of any particular section of this Agreement shall invalidate another section of this Agreement or operate as a waiver of any future default, whether like or different in character.

18. **SEVERABILITY.** The various term, provisions and covenants herein contained shall be deemed to be separate and severable, and the invalidity or unenforceability of any of them shall not affect or impair the validity or enforceability of the remainder.

19. **AUTHORITY.** The persons signing this Agreement warrant that they have the authority to sign as, or on behalf of, the part for whom they are signing.

20. **STATUTE OF LIMITATION.** To the fullest extent permitted by law, parties agree that, except for claims for indemnification, the time period for bringing claims regarding Engineer's performance under this Agreement shall expire one year after Project Completion.

**CITY OF FORT WAYNE, INDIANA**

**Vendor Name: DLZ INDIANA, LLC**

**VENDOR DISCLOSURE STATEMENT RELATING TO:**

- 1. FINANCIAL INTERESTS;**
- 2. POTENTIAL CONFLICTS OF INTERESTS;**
- 3. CURRENT AND PENDING CONTRACTS OR PROCUREMENTS**

Vendors desiring to enter into certain contracts with the City of Fort Wayne, Indiana (the "City") shall disclose their financial interests, potential conflicts of interest and current and pending contract or procurement information as set forth below.

The following disclosures by Vendors are required for all contracts with annual payments by the City in the amount of \$50,000 or more. Vendors shall disclose the financial interests, potential conflicts of interest and other contract and procurement information identified in Sections 1, 2 and 3 below as a prerequisite for consideration for a contract awarded by the City. This Disclosure Statement must be completed and submitted together with Vendor's contract, bid, proposal, or offer.

A publicly traded entity may submit its current 10K disclosure filing in satisfaction of the disclosure requirements set forth in Section 1 below.

**Section 1. Disclosure of Financial Interest in Vendor**

a. If any individuals have either of the following financial interests in Vendor (or its parent), please check all that apply and provide their names and addresses (attach additional pages as necessary):

- (i) Equity ownership exceeding 5%
- (ii) Distributable income share exceeding 5%
- (iii) Not Applicable (If N/A, go to Section 2)

Name: Vikram Rajadhyaksha Name: Shyam Rajadhyaksha Name: Ram Rajadhyaksha

Address: Dublin, Ohio Address: Columbus, Ohio Address: Chicago, Illinois

b. For each individual listed in Section 1a., show his/her type of equity ownership:

sole proprietorship  stock   
partnership interest  units (LLC)   
other (explain) \_\_\_\_\_

c. For each individual listed in Section 1a., show the percentage of ownership interest in Vendor (or its parent):

Name Vikram Rajadhyaksha ownership interest: 26.8%

Name Shyam Rajadhyaksha ownership interest: 12.9%

Name Ram Rajadhyaksha ownership interest: 12.9%

**Section 2. Disclosure of Potential Conflicts of Interest (not applicable for vendors who file a 10K)**

For each individual listed in Section 1a., check "Yes" or "No" to indicate which, if any, of the following potential conflict of interest relationships apply. If "Yes", please describe using space under applicable subsection (attach additional pages as necessary):

- a. City employment, currently or in the previous 3 years, including contractual employment for services. Yes  No.
- b. City employment of "Member of Immediate Family" (defined herein as: spouse, parent, child or sibling) including contractual employment for services in the previous 3 years. Yes  No.
- c. Relationship to Member of Immediate Family holding elective City office currently or in the previous 3 years. Yes  No.
- d. Relationship to Member of Immediate Family holding appointive City office currently or in the previous 3 years. Yes  No.

**Section 3. DISCLOSURE OF OTHER CONTRACT AND PROCUREMENT RELATED INFORMATION**

- a. Does Vendor have current contracts (including leases) with the City? Yes  No
- b. If "Yes", identify each current contract with descriptive information including purchase order or contract reference number, contract date and City contact using space below (attach additional pages as necessary).

On Call Inspection Services – Mike Kiester – 17905104-000 – 9/6/17  
 Plan Reviews – Dewayne Nodine – 18576002 – 8/3/18  
 Tap Inspections – Dewayne Nodine – 15576020 – 12/10/15  
 Fourth Street Sewer Separation – Jonathan Ondracek - 17905049-000 – 4/17/17  
 On Call Surveying & Drafting – Nathan Baggett – 18905029 – 2/1/18  
 St. Joseph Center Road – Shan Gunawardena – 14640046-000 – 6/9/14  
 On Call Storm Water Modeling & Design 2017 – Anne Marie Smrcek – 17905025-000 – 2/20/17  
 Goshen Avenue Reconstruction – Shan Gunawardena – 16640041-000 – 8/31/16  
 State Boulevard Street Rehabilitation – Patrick Zaharako – 15640028-000 – 6/10/15  
 Fairfield Ditch Improvements – Kristen Buell – 18905036 - 2/15/18  
 Schoppman Drain Improvements – Nathan Baggett – 17905126 – 11/1/17  
 Stormwater Design & Construction Management Support – Anne Marie Smrcek – 2/5/19  
 Sewer Design & Construction Management Support – Anne Marie Smrcek – 2/5/19  
 Board of Public Works – On-Call Surveying & Drafting 2019 – Patrick Zaharako – 1/8/19  
 Board of Public Works – On-Call Permitting 2019 – Patrick Zaharako – 1/8/19  
 Pierson Drain Improvements at Lake Avenue – Anne Marie Smrchedk – 5/28/19

- c. Does Vendor have pending contracts (including leases), bids, proposals, or other pending procurement relationship with the City? Yes  No

If "Yes", identify each pending matter with descriptive information including bid or project number, contract date and City contact using space below (attach additional pages as necessary).

- d. Does vendor's representative, agent, broker, dealer or distributor (if applicable) have any existing employees that are also employed by the City of Fort Wayne? For each instance, please provide the name of the representative, agent, broker, dealer or distributor; the name of the City employee, and the payment terms (hourly, salaried, commissioned, etc.).

Company/Name/Payment Terms: \_\_\_\_\_

Company/Name/Payment Terms: \_\_\_\_\_

**Section 4. CERTIFICATION OF DISCLOSURES**

In connection with the disclosures contained in Sections 1, 2 and 3 Vendor hereby certifies that, except as described in attached Schedule A:

- a. Vendor (or its parent) has not, within the five (5) year period preceding the date of this Disclosure Statement, been debarred, suspended, proposed for debarment declared

ineligible or voluntarily excluded from any transactions by any federal, state or local unit of government;

- b. No officer or director of Vendor (or its parent) or individual listed in Section 1a. is presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any offense;
- c. Vendor (or its parent) has not, within the five (5) year period preceding the date of this Disclosure Statement, had one or more public transactions (federal, state or local) terminated for cause or default;
- d. No officer or director of Vendor (or its parent) or individual listed in Section 1a. has, within the five (5) year period preceding the date of this Disclosure Statement, been convicted, adjudged guilty, or found liable in any criminal or civil action instituted by the City, the federal or state government or any other unit of local government; and
- e. Neither Vendor, nor its parent, nor any affiliated entity of Vendor, or any of their respective officers, directors, or individuals listed in Section 1a. is barred from contracting with any unit of any federal, state or local government as a result of engaging in or being convicted of: (i) bid-rigging; (ii) bid-rotating; or (iii) any similar federal or state offense that contains the same elements as the offense of bid-rigging or bid-rotating.
- f. Pursuant to IC 5-22-16.5, Vendor hereby certifies they do NOT provide \$20 million dollars or more in goods or services to the energy sector of Iran. Vendor also certifies it is not a financial institution that extends \$20 million dollars or more in credit that will provide goods or services to the energy sector of Iran or extends \$20 million dollars or more in credit to a person identified on the list as a person engaging in investment activities in Iran.

The disclosures contained Sections 1, 2 and 3 and the foregoing Certifications are submitted by

DLZ Indiana, LLC  
(Name of Vendor)

825 South Barr Street, Fort Wayne, IN 46802  
Address  
(260) 420-3114  
Telephone  
bglaze@dlz.com  
E-Mail Address

The individual authorized to sign on behalf of Vendor represents that he/she: (a) is fully informed regarding the matters pertaining to Vendor and its business; (b) has adequate knowledge to make the above representations and disclosures concerning Vendor; and (c) certifies that the foregoing representations and disclosures are true and accurate to the best of his/her knowledge and belief.

Name (Printed) Brian Glaze, P.E. Title President

Signature



Date July 2, 2019

**NOTE: FAILURE TO COMPLETE AND RETURN THIS FORM WITH YOUR DOCUMENTATION WILL RESULT IN YOUR CONTRACT, OFFER, BID OR PROPOSAL BEING DISQUALIFIED FROM CONSIDERATION.**

**PROFESSIONAL SERVICES AGREEMENT**

**City Utilities- Resident Project Representative / Inspection Services**

This Agreement is by and between

**CITY OF FORT WAYNE ("CITY")**

By and through its

Board of Public Works  
City of Fort Wayne  
200 East Berry Street  
Suite 210  
Fort Wayne, IN 46802

and,

**PROJECT ENGINEER ("FIRM"):**

DLZ Indiana, LLC  
825 S. Barr Street  
Fort Wayne, IN 46802

Who agree as follows:

CITY hereby engages FIRM to perform the services set forth in Part I-Services ("Services") and FIRM agrees to perform the Services for the compensation set forth in Part III- Compensation ("Compensation"). FIRM shall be authorized to commence the Services upon execution of this Agreement and written authorization to proceed from CITY. CITY and FIRM agree that these signature pages, together with Parts I- IV constitute the entire Agreement ("Agreement") between them relating to this Project.

APPROVALS

APPROVED FOR CITY:

**BOARD OF PUBLIC WORKS**

BY: \_\_\_\_\_  
Shan Gunawardena, Chair

BY: \_\_\_\_\_  
Kumar Menon, Member

BY: \_\_\_\_\_  
Mike Avila, Member

ATTEST:

BY: \_\_\_\_\_  
Michelle Fulk-Vondran, Clerk

APPROVED FOR FIRM: DLZ INDIANA, LLC

BY: \_\_\_\_\_

PRINTED NAME \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

**PART I**  
**FIRMS RESPONSIBILITIES**

**A. GENERAL RESPONSIBILITIES**

FIRM Shall:

1. Certify and warrant that it has the capacity to perform the services required by CITY with high professional quality, ability and expertise and further certify and warrant that it has the capacity and authority to enter into this Agreement.
2. Perform Resident Project Representative (RPR) and inspection services during the construction of Water Pollution Control and Water Filtration Facility projects along with sanitary sewers, water mains, and stormwater facilities in assigned projects, and perform onsite evaluation and observation services for lateral connections to CITY's infrastructure systems to determine whether said infrastructure/connections are constructed in substantial conformance with plans and specifications approved by Fort Wayne City Utilities Development Services or Engineering Department, City Utilities Design Standards Manual, and Chapters 51, 52 and 53 of the City Code of Fort Wayne, Indiana, as set forth in Service by Firm section included herein.
3. Maintain appropriate records and forms, as instructed by CITY and submit all records and forms to CITY as set forth in Services by Firm section.

**B. SERVICES BY FIRM:**

Services to be provided for the project are as follows:

1. FIRM shall have a designated person as a point of contact for RPR services oversight.
2. FIRM shall provide professional RPR, inspection, observation and testing services during the construction of facilities on assigned projects.
3. FIRM shall provide Inspection personnel as required for a period of time necessary to complete the construction project and prepare a final construction report.
  - a. The qualifications and experiences of personnel provided by FIRM are subject to approval by CITY. No personnel shall be assigned to the project until such approval is obtained.
  - b. The Inspector shall take directions from and report to CITY'S assigned Contract Manager (CM) on all matters concerning contract compliance and administration.
  - c. The Inspector shall coordinate project activities with CITY'S assigned Contract Manager.
4. FIRM shall also do the following:
  - a. FIRMS will be expected to fully utilize the Program Management Information System (PMIS), a web based system that will allow for FIRMS to submit inspection reports, photographs, and other various forms of project documentation electronically to City Utilities Engineering. When functionality becomes available, FIRMS shall submit invoices through PMIS.
  - b. FIRM will be expected to fully utilize AssetHound, a Mobile App to document daily construction activities (daily report), photos, and test reporting for uploading to PMIS.

- c. Serve as CITY'S Liaison with the Developer / Contractor, working principally through the Developer / Contractor's field superintendent or such other person in authority as designated by the Developer / Contractor. Acting in liaison capacity, the Inspector shall be thoroughly familiar with the plans and specifications applicable to the project and observe the construction for compliance with respect to all provisions therein.
- d. Review the NPDES Stormwater permit / plans and conduct on-site observations as a basis for determining that the project is proceeding in substantial conformance with the approved permit / plan requirements. Any deviation observed shall be reported in writing promptly to CITY by the Inspector.
- e. Review the construction schedule prepared by the Developer / Contractor and assist CITY in making sure schedule is being held to meet project milestones (ex. Substantial & Final Completion).
- f. Cooperate with CITY in dealing with the various local agencies having jurisdiction over the project.
- g. Provide observation of Capital, Developer, and ACRSD construction activities performed by the Contractor to ensure work complies with the contract documents and related project permits.
  - 1. Daily logs – to be loaded into AssetHound for both Developer and Capital projects each day of active construction
  - 2. Photos for construction progress (taken daily of relevant work activities) as well as for any potential claim situations-to be loaded into AssetHound each day of active construction
  - 3. Record on project drawings all field changes and daily production information
  - 4. Keep quantity records and accurate materials stored on site records for submittal to Contract Manager for progress payment reviews
  - 5. Keep detailed records on time and materials for work authorized as reimbursable
  - 6. Obtain and review all applicable easements required for successful completion of project and verify contractors are complying with and fulfilling the requirements outlined in easement documents.
  - 7. Obtain and review all applicable permits required for successful completion of project and verify contractors are complying with and fulfilling the requirements outlined in permits including limits of construction and ensure contractor stays out of restricted areas. Copies of permits are uploaded into the PMIS digital library by Contract Manager.
  - 8. Obtain and review traffic control plans and verify that all required traffic control devices are in place on a daily basis. Travel detour routes to verify appropriate signage is in place and other construction activities are not impeding traffic.
  - 9. Review compaction testing specifications (if applicable) and verify that compaction testing is being completed per specifications. Upload compaction test results into PMIS on a weekly basis.
- i. Inspect, at a minimum, the following:
  - 1. Bedding and backfill of stormwater and sanitary sewers and related structures
  - 2. Bedding, backfill and restraint of water mains, elbows, hydrants, valves, auxiliary valves, blow-offs, services and related appurtenances.
  - 3. Installation of manholes, lift stations and/or force mains
  - 4. Subgrade for horizontal and vertical alignment and compaction
  - 5. Rough and final grading of swales, ditches, and detention/retention facilities
  - 6. Testing of construction materials by private testing company may be called for on any of the above phases as required by the City Utilities Engineering Department or as requested by CITY.
  - 7. On-site verification of all required testing and as-built survey information.

8. Verification of invert elevations at each manhole during construction of sanitary and storm sewer main trunk lines to ensure design elevations (and associated design capacity) is being maintained.
  9. Electrical/mechanical, concrete, and/or structural infrastructure on Facility projects.
- h. Perform onsite evaluation and observation services for connections to City Utilities' infrastructure systems ("Service Connection").
- i. Inspect, at a minimum, the following
    1. Pipe bedding
    2. Pipe slope
    3. Pipe material, fittings, gaskets, boots, etc.
    4. Installation of cleanouts
    5. Connection of Service Connection at the building or to the existing building service line
    6. Non-wastewater water or materials do not and cannot flow into or infiltrate sewer pipes
    7. Connections to manholes, inlets, catch basins, or other structures on public infrastructure system are completed in compliance with approved plans, design and construction standards and specifications, and completed in a manner that does not adversely impact any structure.
    8. Drawing showing the location of the Service Connection on the property
  - ii. Upon receipt of CITY's Service Connection Evaluation request, FIRM shall dispatch and complete the on-site evaluation, and report deficiencies, if any, to CITY within (3) hours.
  - iii. Deliver completed tap record sheets (hard copy) to CITY by noon of the business day following completion of each evaluation.
- i. Furnish all equipment necessary to sample and test materials and/or provide on-site independent assurance testing of materials in accordance with standards and specifications of the Fort Wayne procedures and in accordance with current accepted practices, ordinances, and the most recent standards and specifications of the Division of Utilities, City Utilities Engineering Department as approved and adopted by the Board of Public Works.
- j. Verify that required testing has been accomplished and results of the testing are satisfactory
- k. Notify the Developer / Contractor and CITY in writing of any substandard work
- l. Consider and evaluate the Developer / Contractor's suggestions for modifications in drawings and/or specifications and report them with recommendations to CITY'S assigned Contract Manager.
- m. Representative of the firm shall notify CITY of any additional work requested by the CONTRACTOR beyond the original approved design prior to the work occurring. Representatives are not empowered to make changes to projects; all changes must be approved by CITY staff.
- n. On the PMIS Inspectors Daily Report, record hours on the job site (both inspector & contractor(s)), weather conditions, field superintendent/foreman's name, crew size, list of visiting officials, decisions, details of interactions and communication with the public or property owners/renters, safety observations, general observations, and specific observations with regard to test procedures and results of testing – to be loaded into PMIS daily.
- o. Take notes during and provide meeting minutes of all construction related meetings.

- p. Assist City CM with management of contractor's request for interpretation (RFI's) on clarification and interpretations, field orders, change orders, allowance authorizations, and work change directives.
- q. Assist the City CM in reviewing the Contractor's monthly pay quantities and application
- r. Assist City CM in preparing and coordinating change management documents, issuing defective work notices, performing final inspection and reviewing final punch lists from Contractor.
- s. Assist City CM to coordinate any necessary vendor installation certifications as well as startup and training activities
- t. Assist City CM with final project closeout documentation and help ensure that compliance efforts are completed so that project can be accepted by CU and the Board of Public Works and final payment be made to Contractor.
- u. Provide timely invoices to CITY.
- v. Provide a scanned copy of Inspector marked up as-built drawings at substantial completion of the project. If unable to provide a scanned copy, furnish marked up as-built drawings to Contract Manager for City to scan. Scanned drawings to be uploaded into PMIS digital library by Contract Manager.
- w. Deliver the final project records to the Construction Manager and upload tap, valve, and hydrant cards on Water projects to PMIS within ten (10) calendar days after satisfactory completion of the project.
- x. Incident Reporting – Should an accident occur on the project, notify Contract Manager immediately, then document with photos and prepare a report of the incident including but not limited to: What happened, all parties on site when accident occurred, what parties responded to provide assistance to the accident involved parties (if police, name of officer or number on squad car), what inspector personally witnessed, what may have occurred that inspector did not witness. Photos and report to be submitted to City Manager of Engineering by noon the day following the incident.
- y. Assist City Manager at Facility projects to inspect areas within confined space areas. Inspector shall be confined space certified and may be required to enter facilities as a part of a construction firms confined space entry team.
- z. Upon request by the City, if GPS coordinates are not secured by Contractor, Design Engineering firm, or Survey, Inspector shall gather GPS information utilizing GPS equipment with sub-meter (sub-foot desired) accuracy. At a minimum, coordinates must be recorded for Hydrants, valves, curb stops, corporation stops, directional change fittings, connection fittings, manholes, clean-outs, sewer taps, and other appurtenances as agreed upon at project assignment. Deliverable format shall be confirmed with the CITY at project assignment.
- aa. Notify CM and document in daily report when utilities other than the ones being installed as part of the project are encountered and are in interference with proposed infrastructure or damaged by the contractor.
- bb. Work with the public to resolve any complaints that are the result of construction activities. If complaint cannot be immediately resolved by disclosing to the contractor, notify the CM for assistance, guidance, and follow-up.

### **C. KEY PERSONEL**

FIRM shall provide a resume for all key personal that may be assigned to a project so that experience can be determined and appropriate compensation rate established.

FIRM'S key personal will be assigned on a project basis and as mutually agreed to by FIRM and CITY prior to the commencement of any work in accordance with this Agreement. On all projects, but specifically on Capital projects the City believes that continuity of RPR services is important to maintain quality and accountability. Upon assignment of a project to a FIRM and the FIRM'S proposed staff person(s) are confirmed, CU desires the staff person(s) be assigned to the project until completion. To accommodate the difficulties of FIRMS complying with this requirement under this on-call type arrangement, CU will allow (unless otherwise agreed upon during project assignment discussions) for the key staff person(s) to be substituted by other pre-approved staff person(s) a maximum of one incident or day per week.

City Utilities will also consider allowing RPR's with less experience than required (requirements noted above) for substitution on projects. These exceptions will need to be pre-approved on project by project basis.

### **D. SCHEDULE**

Services under this contract are to be completed from date of NTP until **July 31, 2021**. This contract can be extended by amendment and approval of CITY and FIRM.

1. FIRM shall commence its services on assigned PROJECT upon notification by CITY.
2. FIRM shall attend a pre-construction meeting with the DEVELOPER/CONTRACTOR before commencement of construction.
3. Firm shall attend progress meetings during construction as requested.
4. Firm's Inspector shall attend a post-construction meeting with City and others to provide feedback on the execution of the project.

## **PART II**

### **CITY'S RESPONSIBILITIES**

CITY, at its expense, shall provide the following in a timely manner so as not to delay the Services.

#### **A. INFORMATION AND REQUIREMENTS**

1. Provide all criteria and full information as to CITY'S requirements for the Project, including without limitation, design objectives and constraints capacity and performance requirements, flexibility, the project scope, the comprehensive engineering report, the general and special provisions of the construction agreement/contract and any budgetary limitations; and furnish copies or notify FIRM of all design and construction standards which CITY will require to be included in the required reports and all other items as described in PART 1.
2. CITY shall provide a CITY Representative with decision-making authority on all inquiries.
3. CITY shall supply FIRM with One (1) set of approved Sub-Division or Commercial Plans at least 2 business days prior to work.
4. CITY shall supply FIRM with One (1) set of approved Bid Documents (Plans & Specifications) at least 5 business days prior to a pre-construction meeting.

#### **B. REPRESENTATIVE:**

Designate representative for the project who shall have authority to transmit instructions, receive information, interpret and define CITY'S policies and make decisions with respect to the services.

Various Contract Managers representing City Utilities will be responsible for coordinating activities with specific FIRM representatives.

## PART III

### COMPENSATION, BILLING, PAYMENT AND SCHEDULE

#### A. COMPENSATION

##### FIRM'S COMPENSATION FOR SERVICES

1. For those services performed by FIRM, FIRM will be paid by CITY on the basis of actual hours of work performed by FIRM'S Inspector on this Agreement at the hourly rate listed below. This rate is inclusive of any clerical, project set-up or final project review by office personnel, and/or administrative/management cost by FIRM.
2. FIRM shall not include time spent commuting from office or home to and/or from a project site when computing hours worked on payment claims as outlined in Part 1. Costs for commuting between multiple projects will be compensated for in the following manner: Travel time between project A and B shall be charged to project B. Return travel time from project B to project A shall be charged to project A.
3. For those testing services performed by other than FIRM at the request of the CITY, FIRM shall be reimbursed by CITY for the actual invoice for the services performed by other than FIRM, provided that each such invoice shall be subject to approval as reasonable by CITY prior to any reimbursement therefore.

##### PRIVATE/DEVELOPER PROJECTS

City Private Developer projects are inspected approximately four hours per day during construction activities. Staff with relevant inspection experience in construction of sanitary/stormwater collection systems and water distribution systems is required.

1. FIRM shall be compensated at a rate of fifty-eight dollars (\$58.00) per hour per Inspector per DEVELOPER/CONTRACTOR'S project for the inspection services performed under this Agreement, inclusive of any clerical and/or administrative/management cost by FIRM. This rate will be paid for the employees of the FIRM whose resumes have been approved by the City for Private / Developer activities.
  - If requested by CITY, CITY shall compensate FIRM at above specified hourly rate for time spent attending the preconstruction conference, making visual on-site inspections after construction is complete, and evaluating the design or the construction as may be required.

##### SERVICE LATERAL CONNECTIONS

Service Lateral Connections are typically installed by private contractors and are inspected on a per connection basis. Staff with relevant inspection experience in construction of sanitary/stormwater collection systems and water distribution systems is required.

1. FIRM shall be compensated at a rate of fifty - eight dollars (\$58.00) per requested service connection evaluation for the inspection services performed under this Agreement, inclusive of any clerical and/or administrative/management cost by FIRM. This rate will be paid for the employees of the FIRM whose resumes have been approved by the City for Service Lateral Connection Evaluation activities.

## **ALLEN COUNTY REGIONAL SEWER DISTRICT PROJECTS**

ACRSD projects are typically inspected approximately four to eight hours per day depending on phase of construction. Staff with relevant inspection experience in construction of sanitary/stormwater collection systems and water distribution systems is required.

1. FIRM shall be compensated at a rate of **sixty dollars (\$60.00) per hour** per Inspector per ACRSD project for the inspection services performed under this Agreement, inclusive of any clerical and/or administrative/management cost by FIRM. This rate will be paid for the employees of the FIRM whose resumes have been approved by the City for ACRSD activities. FIRM's employees will typically have less than five years of experience. Inspectors that have less than five years of experience but have exhibited competent knowledge for the project assignment may be waived to a higher pay level upon approval by the City.
  - If requested by CITY, CITY shall compensate FIRM at above specified hourly rate for time spent attending the preconstruction conference, making visual on-site inspections after construction is complete, and evaluating the design or the construction as may be required.

## **CAPITAL PROJECTS**

City Capital projects are typically inspected approximately four to eight hours per day depending on phase of construction. Staff with relevant inspection experience in construction of sanitary/stormwater collection systems and water distribution systems is required. Experience with trenchless construction methods/technologies is also expected (CIPP lining, HDD, etc.) for certain projects.

1. FIRM shall be compensated at a rate of **sixty-five dollars (\$65.00) per hour** per Inspector per CAPITAL project for the inspection services performed under this Agreement, inclusive of any clerical and/or administrative/management cost by FIRM. This rate will be paid for the employees of the FIRM whose resumes have been approved by the City for Capital Project activities. FIRM's employees will typically have less than five years of experience. Inspectors that have less than five years of experience but have exhibited competent knowledge for the project assignment may be waived to the higher pay level upon approval by the City.
  - If requested by CITY, CITY shall compensate FIRM at above specified hourly rate for time spent attending the preconstruction conference, making visual on-site inspections after construction is complete, and evaluating the design or the construction as may be required.
2. FIRM shall be compensated at a rate of **seventy-five dollars (\$75.00) per hour** per Inspector per CAPITAL project for the inspection services performed under this Agreement, inclusive of any clerical and/or administrative/management cost by FIRM. This rate will be paid for the employees of the FIRM that have a minimum of five years of experience for larger projects or projects with more complex work- such as projects with electrical/mechanical facilities such as lift stations. Inspectors that have less than five years of experience but have exhibited competent knowledge for the project assignment may be waived to this higher pay level upon approval by the City.
  - If requested by CITY, CITY shall compensate FIRM at above specified hourly rate for time spent attending the preconstruction conference, making visual on-site inspections after construction is complete, and evaluating the design or the construction as may be required.

## **WATER POLLUTION CONTROL AND WATER FILTRATION PLANT PROJECTS**

City Plant projects are typically inspected approximately eight hours per day depending on phase of construction. Staff with relevant inspection experience in construction of Facility projects is required.

1. FIRM shall be compensated at a rate of **one hundred dollars (\$100.00) per hour** per Inspector per WATER POLLUTION CONTROL PLANT AND WATER FILTRATION PLANT project for the inspection services performed under this Agreement, inclusive of any clerical and/or administrative/management cost by FIRM. This rate will be paid for the employees of the FIRM that have a minimum of ten years of experience for larger projects or projects with more complex work- such as projects with electrical/mechanical facilities such as lift stations. Inspectors that have less than ten years of experience but have exhibited competent knowledge for the project assignment may be waived to this higher pay level upon approval by the City. Staff with experience in electrical/mechanical, concrete, and/or structural disciplines typically will be required on facility projects.

#### **PMIS TECHNICAL SUPPORT SERVICES**

Purpose of this Service is to provide Technical Support with PMIS for the CITY.

1. FIRM shall be compensated at a rate of **Eighty Five dollars (\$85.00) per hour** per Individual for providing as-needed assistance with PMIS, system enhancements, training, and general technical support as directed. Additional services may be included if directed.
2. Services provided under this category shall require prior approval from the Deputy Director of Engineering or Manager of Engineering.

#### **SPECIAL PROJECT SUPPORT SERVICES**

Purpose of this Service is to provide support to City Utilities staff with implementation of special projects as assigned.

1. FIRM shall be compensated at a rate of **seventy-five dollars (\$75.00) per hour** per Individual for providing as-needed assistance with project support including data gathering, customer outreach, and customer follow-up of City programs and services as directed. Additional services may be included if directed.
2. Services provided under this category shall require prior approval from the Deputy Director of Engineering or Manager of Engineering.

### **B. BILLING AND PAYMENT**

#### **METHOD OF PAYMENT**

FIRM shall submit a properly itemized invoice to CITY on a monthly basis. CITY shall pay FIRM within forty five (45) days after receipt of such properly itemized claim forms, unless claim is objected to in writing, in which case claim shall be paid within 15 days of resolution.

All required items must be uploaded into PMIS prior to Invoice approval. Some deliverables for Service Lateral Connection inspection may need to be scanned and emailed or hard copies delivered to appropriate CITY personnel.

**PART IV  
STANDARD TERMS AND CONDITIONS**

1. **STANDARD OF CARE.** Services shall be performed in accordance with the standard of professional practice ordinarily exercised by the applicable profession at the time and within the locality where the services are performed. No warranty or guarantee, express or implied, are provided, including warranties or guarantees contained in any uniform commercial code.

2. **CHANGE OF SCOPE.** The scope of Services set forth in this Agreement is based on facts known at the time of execution of this Agreement, including, if applicable, information supplied by ENGINEER and CITY. ENGINEER will promptly notify CITY of any perceived changes of scope in writing and the parties shall negotiate modifications to this Agreement.

3. **SAFETY.** ENGINEER shall establish and maintain programs and procedures for the safety of its employees. ENGINEER specifically disclaims any authority or responsibility for general job site safety and safety of persons other than ENGINEER employees.

4. **DELAYS.** If events beyond the control of ENGINEER, including, but not limited to, fire, flood, explosion, riot, strike, war, process shutdown, act of God or the public enemy, and act or regulation of any government agency, result in delay to any schedule established in this Agreement, such schedule shall be extended for a period equal to the delay. In the event such delay exceeds 90 days, ENGINEER will be entitled to an equitable adjustment in compensation.

5. **TERMINATION/SUSPENSION.** Either party may terminate this Agreement upon 30 days written notice to the other party in the event of substantial failure by the other party to perform in accordance with its obligations under this Agreement through no fault of the terminating party. CITY shall pay ENGINEER for all Services, including profit relating thereto, rendered prior to termination, plus any expenses of termination.

ENGINEER or CITY, for purposes of convenience, may at any time by written notice terminate the services under this Agreement. In the event of such termination, ENGINEER shall be paid for all authorized services rendered prior to termination including reasonable profit and expenses relating thereto.

6. **REUSE OF PROJECT DELIVERABLES.** Reuse of any documents or other deliverables, including electronic media, pertaining to the Project by CITY for any purpose other than that for which such documents or deliverables were originally prepared, or alteration of such documents or deliverables without written verification or adaptation by ENGINEER for the specific purpose intended, shall be at CITY's sole risk.

7. **OPINIONS OF CONSTRUCTION COST.** Any opinion of construction costs prepared by ENGINEER is supplied for the general guidance of the CITY only. Since ENGINEER has no control over competitive bidding or market conditions, ENGINEER cannot guarantee the accuracy of such opinions as compared to contract bids or actual costs to CITY.

8. **RELATIONSHIP WITH CONTRACTORS.** ENGINEER shall serve as CITY's professional representative for the Services, and may make recommendations to CITY concerning actions relating to CITY's contractors, but ENGINEER specifically disclaims any authority to direct or supervise the means, methods, techniques, sequences or procedures of construction selected by CITY's contractors.

9. **MODIFICATION.** This Agreement, upon execution by both parties hereto, can be modified only by a written instrument signed by both parties.

10. **PROPRIETARY INFORMATION.** Information relating to the Project, unless in the public domain, shall be kept confidential by ENGINEER and shall not be made available to third parties without written consent of CITY.

11. **INSURANCE.** ENGINEER shall maintain in full force and effect during the performance of the Services the following insurance coverage; provided, however, that if a High Risk Insurance Attachment is attached hereto, the requirements of the High Risk Insurance Attachment shall be substituted in lieu of the following requirements;

a) Worker's Compensation per statutory requirements

b) General Liability \$1,000,000 minimum per occurrence/ \$1,000,000 aggregate (if the value of the projects exceeds \$10,000,000 then this shall be \$5,000,000 aggregate).

c) Automobile Liability \$1,000,000 per occurrence

d) Products Liability \$1,000,000 per occurrence

e) Completed Operations Liability \$1,000,000 minimum per occurrence

The Certificate of Insurance must show the City of Fort Wayne, its Divisions and Subsidiaries as an Additional Insured and a Certificate Holder, with 30 days notification of cancellation or non-renewal. All Certificates of Insurance should be sent to the following address:

City of Fort Wayne Purchasing Department  
200 East Berry St., Suite #480  
Fort Wayne, IN 46802

12. **INDEMNITIES.** To the fullest extent permitted by law, ENGINEER shall indemnify and save harmless the City from and against loss, liability, and damages sustained by CITY, its agents, employees, and representatives by reason of injury or death to persons or damage to tangible property to the extent caused directly by the negligent errors or omissions of ENGINEER, its agents or employees.

To the fullest extent permitted by law, City shall indemnify and save harmless, Engineer from and against loss, liability, and damages sustained by Engineer, its agents, employees, and representatives by any reason of injury or death to persons or damage to tangible property to the proportionate extent caused by the negligence of City, its agents or employees.

13. **LIMITATIONS OF LIABILITY.** Each party's liability to the other for any loss, cost, claim, liability, damage, or expense (including attorneys' fees) relating to or arising out of any negligent act or omission in its performance of obligations arising out of this Agreement, shall be limited to the amount of direct damage actually incurred. Absent gross negligence or knowing and willful misconduct which causes a loss, neither party shall be liable to the other for any indirect, special or consequential damage of any kind whatsoever.

14. **ASSIGNMENT.** The rights and obligations of this Agreement cannot be assigned by either party without written permission of the other party. This Agreement shall be binding upon and insure to the benefit of any permitted assigns.

15. **ACCESS.** CITY shall provide ENGINEER safe access to any premises necessary for ENGINEER to provide the Services.

16. **PREVAILING PARTY LITIGATION COSTS.** In the event any actions are brought to enforce this Agreement, the prevailing party shall be entitled to collect its litigation costs from the other party.

17. **NO WAIVER.** No waiver by either party of any default by the other party in the performance of any particular section of this Agreement shall invalidate another section of this Agreement or operate as a waiver of any future default, whether like or different in character.

18. **SEVERABILITY.** The various term, provisions and covenants herein contained shall be deemed to be separate and severable, and the invalidity or unenforceability of any of them shall not affect or impair the validity or enforceability of the remainder.

19. **AUTHORITY.** The persons signing this Agreement warrant that they have the authority to sign as, or on behalf of, the part for whom they are signing.

20. **STATUTE OF LIMITATION.** To the fullest extent permitted by law, parties agree that, except for claims for indemnification, the time period for bringing claims regarding Engineer's performance under this Agreement shall expire one year after Project Completion.

**CITY OF FORT WAYNE, INDIANA**

GAI Consultants, Inc.

**(Vendor Name)**

**VENDOR DISCLOSURE STATEMENT RELATING TO:**

- 1. FINANCIAL INTERESTS;**
- 2. POTENTIAL CONFLICTS OF INTEREST;**
- 3. CURRENT AND PENDING CONTRACTS OR PROCUREMENTS**

Vendors desiring to enter into certain contracts with the City of Fort Wayne, Indiana (the "City") shall disclose their financial interests, potential conflicts of interest and current and pending contract or procurement information as set forth below.

The following disclosures by Vendors are required for all contracts with annual payments by the City in the amount of \$50,000 or more. Vendors shall disclose their financial interests, potential conflicts of interest and other contract and procurement information identified in Sections 1, 2 and 3 below as a prerequisite for consideration for a contract awarded by the City. This Disclosure Statement must be completed and submitted together with the Vendor's contract, bid, proposal or offer.

A publicly traded entity may submit its current 10K disclosure filing in satisfaction of the disclosure requirements set forth in Sections 1 and 2 below.

**Section 1: Disclosure of Financial Interest in Vendor**

a. If any individuals have either of the following financial interests in Vendor (or its parent), please check all that apply and provide their names and addresses (attach additional pages as necessary):

(i) Equity ownership exceeding 5%

(ii) Distributable income share exceeding 5%

(iii) Not Applicable (If N/A, go to Section 2)

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

Address: \_\_\_\_\_ Address: \_\_\_\_\_

b. For each individual listed in Section 1a. show his/her type of equity ownership: N/A

sole proprietorship  stock

partnership interest  units (LLC)

other (explain) \_\_\_\_\_

c. For each individual listed in Section 1a. show the percentage of ownership interest in Vendor (or its parent):  
ownership interest: N/A

Name: \_\_\_\_\_ %

Name: \_\_\_\_\_ %

**Section 2: Disclosure of Potential Conflicts of Interest (not applicable for vendors who file a 10K)**

For each individual listed in Section 1a. check "Yes" or "No" to indicate which, if any, of the following potential conflict of interest relationships apply. If "Yes", please describe using space under applicable subsection (attach additional pages as necessary):

- a. City employment, currently or in the previous 3 years, including contractual employment for services:  
Yes \_\_\_\_\_ No \_\_\_\_\_

N/A

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- b. City employment of "Member of Immediate Family" (defined herein as: spouse, parent, child or sibling) including contractual employment for services in the previous 3 years:  
Yes \_\_\_\_\_ No \_\_\_\_\_

N/A

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- c. Relationship to Member of Immediate Family holding elective City office currently or in the previous 3 years:  
Yes \_\_\_\_\_ No \_\_\_\_\_

N/A

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- c. Relationship to Member of Immediate Family holding appointive City office currently or in the previous 3 years:  
Yes \_\_\_\_\_ No \_\_\_\_\_

N/A

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**Section 3: DISCLOSURE OF OTHER CONTRACT AND PROCUREMENT RELATED INFORMATION**

- a. Does Vendor have current contracts (including leases) with the City? Yes X No \_\_\_\_\_

If "Yes", identify each current contract with descriptive information including purchase order or contract reference number, contract date and City contact below (attach additional pages as necessary).

See attachment

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b. Does Vendor have **pending** contracts (including leases), bids, proposals, or other pending procurement relationship with the City? Yes \_\_\_\_\_ No X

If "Yes", identify each pending matter with descriptive information including bid or project number, contract date and City contact using space below (attach additional pages as necessary).

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c. Does vendor have any existing employees that are also employed by the City of Fort Wayne?

Yes \_\_\_\_\_ No X

If "Yes", provide the employee's name, current position held at vendor, and employment payment terms (hourly, salaried, commissioned, etc.).

Name / Position / Payment Terms:

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Name / Position / Payment Terms:

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Name / Position / Payment Terms:

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d. Does vendor's representative, agent, broker, dealer or distributor (if applicable) have any existing employees that are also employed by the City of Fort Wayne? For each instance, please provide the name of the representative, agent, broker, dealer or distributor; the name of the City employee, and the payment terms (hourly, salaried, commissioned, etc.). N/A

Company / Name / Payment Terms: \_\_\_\_\_

Company / Name / Payment Terms: \_\_\_\_\_

**Section 4: CERTIFICATION OF DISCLOSURES**

**In connection with the disclosures contained in Sections 1, 2 and 3 Vendor hereby certifies that, except as described in attached Schedule A:**

- a. Vendor (or its parent) has not, within the five (5) year period preceding the date of this Disclosure Statement, been debarred, suspended, proposed for debarment declared ineligible or voluntarily excluded from any transactions by any federal, state or local unit of government;
- b. No officer or director of Vendor (or its parent) or individual listed in Section 1a. is presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any offense;
- c. Vendor (or its parent) has not, within the five (5) year period preceding the date of this Disclosure Statement, had one or more public transactions (federal, state or local) terminated for cause or default;

- d. No officer or director of Vendor (or its parent) or individual listed in Section 1a. has, within the five (5) year period preceding the date of this Disclosure Statement, been convicted, adjudged guilty, or found liable in any criminal or civil action instituted by the City, the federal or state government or any other unit of local government; and
- e. Neither Vendor, nor its parent, nor any affiliated entity of Vendor, or any of their respective officers, directors, or individuals listed in Section 1a. is barred from contracting with any unit of any federal, state or local government as a result of engaging in or being convicted of: (i) bid-rigging; (ii) bid-rotating; or (iii) any similar federal or state offense that contains the same elements as the offense of bid-rigging or bid-rotating
- f. Pursuant to IC 5-22-16.5, Vendor hereby certifies they do NOT provide \$20 million dollars or more in goods or services to the energy sector of Iran. Vendor also certifies it is not a financial institution that extends \$20 million dollars or more in credit that will provide goods or services to the energy sector of Iran or extends \$20 million dollars or more in credit to a person identified on the list as a person engaging in investment activities in Iran.

The disclosures contained Sections 1, 2 and 3 and the foregoing Certifications are submitted by

GAI Consultants, Inc.

(Name of Vendor)

9921 Dupont Circle Drive West, Ste 100, Ft

Wayne, IN 46825

Address

( 317 ) 436-4836

Telephone

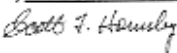
s.hornsby@gaiconsultants.com

E-Mail Address

The individual authorized to sign on behalf of Vendor represents that he/she: (a) is fully informed regarding the matters pertaining to Vendor and its business; (b) has adequate knowledge to make the above representations and disclosures concerning Vendor; and (c) certifies that the foregoing representations and disclosures are true and accurate to the best of his/her knowledge and belief.

Name (Printed) Scott F. Hornsby

Title Asst Vice President

Signature 

Digitally signed by Scott F. Hornsby  
DN: cn=Scott F. Hornsby,  
email=S.Hornsby@gaiconsultants.com,  
ou=781637337964844-0100

Date \_\_\_\_\_

**NOTE: FAILURE TO COMPLETE AND RETURN THIS FORM WITH YOUR DOCUMENTATION MAY RESULT IN YOUR CONTRACT, OFFER, BID OR PROPOSAL BEING DISQUALIFIED FROM CONSIDERATION.**

<b>GAI Consultants, Inc.</b>							
Listing of Active Contracts							
City of Fort Wayne, IN							
July 1, 2019							
GAI Proj #	Project Name	PO # (most recent)	Contract Date (most recent)	City Contact	Billing Contact	Auth. Fee	GAI Proj Mgr
D170477.00	On-Call Inspection	PO #17905105-000	08/01/17	Keister, Mike	Shepard, Ron	\$300,000 est	Miller, Mark
					<i>fee will be identified for individual assignments</i>		
D180105.00	On-Call Surveying & Drafting Services 2018	PO #18905028-000	02/06/18	Baggett, Nathan	Baggett,Nathan	\$60,000.00	Miller, Mark
					<i>fee will be identified for individual assignments</i>		
D180193.00	Cell 19 - Flaugh Road - US 30 Road Phase	PO #18905047-000	03/06/18	Baggett, Nathan	Baggett,Nathan	\$58,900.00	Hornsby, Scott
D181216.00	On-Call Permitting Services 2019		01/08/19	Baggett, Nathan	Baggett,Nathan	\$15,000.00	Hornsby, Scott
					<i>fee will be identified for individual assignments</i>		
D181418.00	On-Call Surveying & Drafting Services 2019		01/08/19	Baggett, Nathan	Baggett,Nathan	\$40,000.00	Miller, Mark
					<i>fee will be identified for individual assignments</i>		
D190398.00	NS RR over Fairfield Avenue	PO #19640055	05/14/19	Zaharako, Patrick	Zaharako, Patrick	\$80,000.00	Hochardon, Chanchai
<b>GAI Consultants, Inc.</b>							
Listing of Pending Contracts							
City of Fort Wayne, IN							
July 1, 2019							
GAI Proj #	Project Name	PO # (most recent)	Contract Date (most recent)	City Contact	Billing Contact	Auth. Fee	GAI Proj Mgr
D190156.00	On-Call Inspection Services 2019			Keister, Mike	Sheppard, Ron		Miller, Mark

**PROFESSIONAL SERVICES AGREEMENT**

**City Utilities- Resident Project Representative / Inspection Services**

This Agreement is by and between

**CITY OF FORT WAYNE ("CITY")**

By and through its

Board of Public Works  
City of Fort Wayne  
200 East Berry Street  
Suite 210  
Fort Wayne, IN 46802

and,

**PROJECT ENGINEER ("FIRM"):**

GAI Consultants, Inc.  
9921 DuPont Circle West, Suite 100  
Fort Wayne, IN 46825

Who agree as follows:

CITY hereby engages FIRM to perform the services set forth in Part I-Services ("Services") and FIRM agrees to perform the Services for the compensation set forth in Part III- Compensation ("Compensation"). FIRM shall be authorized to commence the Services upon execution of this Agreement and written authorization to proceed from CITY. CITY and FIRM agree that these signature pages, together with Parts I- IV constitute the entire Agreement ("Agreement") between them relating to this Project.

APPROVALS

APPROVED FOR CITY:

**BOARD OF PUBLIC WORKS**

BY: \_\_\_\_\_  
Shan Gunawardena, Chair

BY: \_\_\_\_\_  
Kumar Menon, Member

BY: \_\_\_\_\_  
Mike Avila, Member

ATTEST:

BY: \_\_\_\_\_  
Michelle Fulk-Vondran, Clerk

APPROVED FOR FIRM: GAI CONSULTANTS, INC.

BY: \_\_\_\_\_

PRINTED NAME \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

**PART I**  
**FIRMS RESPONSIBILITIES**

**A. GENERAL RESPONSIBILITIES**

FIRM Shall:

1. Certify and warrant that it has the capacity to perform the services required by CITY with high professional quality, ability and expertise and further certify and warrant that it has the capacity and authority to enter into this Agreement.
2. Perform Resident Project Representative (RPR) and inspection services during the construction of Water Pollution Control and Water Filtration Facility projects along with sanitary sewers, water mains, and stormwater facilities in assigned projects, and perform onsite evaluation and observation services for lateral connections to CITY's infrastructure systems to determine whether said infrastructure/connections are constructed in substantial conformance with plans and specifications approved by Fort Wayne City Utilities Development Services or Engineering Department, City Utilities Design Standards Manual, and Chapters 51, 52 and 53 of the City Code of Fort Wayne, Indiana, as set forth in Service by Firm section included herein.
3. Maintain appropriate records and forms, as instructed by CITY and submit all records and forms to CITY as set forth in Services by Firm section.

**B. SERVICES BY FIRM:**

Services to be provided for the project are as follows:

1. FIRM shall have a designated person as a point of contact for RPR services oversight.
2. FIRM shall provide professional RPR, inspection, observation and testing services during the construction of facilities on assigned projects.
3. FIRM shall provide Inspection personnel as required for a period of time necessary to complete the construction project and prepare a final construction report.
  - a. The qualifications and experiences of personnel provided by FIRM are subject to approval by CITY. No personnel shall be assigned to the project until such approval is obtained.
  - b. The Inspector shall take directions from and report to CITY'S assigned Contract Manager (CM) on all matters concerning contract compliance and administration.
  - c. The Inspector shall coordinate project activities with CITY'S assigned Contract Manager.
4. FIRM shall also do the following:
  - a. FIRMS will be expected to fully utilize the Program Management Information System (PMIS), a web based system that will allow for FIRMS to submit inspection reports, photographs, and other various forms of project documentation electronically to City Utilities Engineering. When functionality becomes available, FIRMS shall submit invoices through PMIS.
  - b. FIRM will be expected to fully utilize AssetHound, a Mobile App to document daily construction activities (daily report), photos, and test reporting for uploading to PMIS.

- c. Serve as CITY'S Liaison with the Developer / Contractor, working principally through the Developer / Contractor's field superintendent or such other person in authority as designated by the Developer / Contractor. Acting in liaison capacity, the Inspector shall be thoroughly familiar with the plans and specifications applicable to the project and observe the construction for compliance with respect to all provisions therein.
- d. Review the NPDES Stormwater permit / plans and conduct on-site observations as a basis for determining that the project is proceeding in substantial conformance with the approved permit / plan requirements. Any deviation observed shall be reported in writing promptly to CITY by the Inspector.
- e. Review the construction schedule prepared by the Developer / Contractor and assist CITY in making sure schedule is being held to meet project milestones (ex. Substantial & Final Completion).
- f. Cooperate with CITY in dealing with the various local agencies having jurisdiction over the project.
- g. Provide observation of Capital, Developer, and ACRSD construction activities performed by the Contractor to ensure work complies with the contract documents and related project permits.
  - 1. Daily logs – to be loaded into AssetHound for both Developer and Capital projects each day of active construction
  - 2. Photos for construction progress (taken daily of relevant work activities) as well as for any potential claim situations- to be loaded into AssetHound each day of active construction
  - 3. Record on project drawings all field changes and daily production information
  - 4. Keep quantity records and accurate materials stored on site records for submittal to Contract Manager for progress payment reviews
  - 5. Keep detailed records on time and materials for work authorized as reimbursable
  - 6. Obtain and review all applicable easements required for successful completion of project and verify contractors are complying with and fulfilling the requirements outlined in easement documents.
  - 7. Obtain and review all applicable permits required for successful completion of project and verify contractors are complying with and fulfilling the requirements outlined in permits including limits of construction and ensure contractor stays out of restricted areas. Copies of permits are uploaded into the PMIS digital library by Contract Manager.
  - 8. Obtain and review traffic control plans and verify that all required traffic control devices are in place on a daily basis. Travel detour routes to verify appropriate signage is in place and other construction activities are not impeding traffic.
  - 9. Review compaction testing specifications (if applicable) and verify that compaction testing is being completed per specifications. Upload compaction test results into PMIS on a weekly basis.
- i. Inspect, at a minimum, the following:
  - 1. Bedding and backfill of stormwater and sanitary sewers and related structures
  - 2. Bedding, backfill and restraint of water mains, elbows, hydrants, valves, auxiliary valves, blow-offs, services and related appurtenances.
  - 3. Installation of manholes, lift stations and/or force mains
  - 4. Subgrade for horizontal and vertical alignment and compaction
  - 5. Rough and final grading of swales, ditches, and detention/retention facilities
  - 6. Testing of construction materials by private testing company may be called for on any of the above phases as required by the City Utilities Engineering Department or as requested by CITY.
  - 7. On-site verification of all required testing and as-built survey information.

8. Verification of invert elevations at each manhole during construction of sanitary and storm sewer main trunk lines to ensure design elevations (and associated design capacity) is being maintained.
  9. Electrical/mechanical, concrete, and/or structural infrastructure on Facility projects.
- h. Perform onsite evaluation and observation services for connections to City Utilities' infrastructure systems ("Service Connection").
- i. Inspect, at a minimum, the following
    1. Pipe bedding
    2. Pipe slope
    3. Pipe material, fittings, gaskets, boots, etc.
    4. Installation of cleanouts
    5. Connection of Service Connection at the building or to the existing building service line
    6. Non-wastewater water or materials do not and cannot flow into or infiltrate sewer pipes
    7. Connections to manholes, inlets, catch basins, or other structures on public infrastructure system are completed in compliance with approved plans, design and construction standards and specifications, and completed in a manner that does not adversely impact any structure.
    8. Drawing showing the location of the Service Connection on the property
  - ii. Upon receipt of CITY's Service Connection Evaluation request, FIRM shall dispatch and complete the on-site evaluation, and report deficiencies, if any, to CITY within (3) hours.
  - iii. Deliver completed tap record sheets (hard copy) to CITY by noon of the business day following completion of each evaluation.
- i. Furnish all equipment necessary to sample and test materials and/or provide on-site independent assurance testing of materials in accordance with standards and specifications of the Fort Wayne procedures and in accordance with current accepted practices, ordinances, and the most recent standards and specifications of the Division of Utilities, City Utilities Engineering Department as approved and adopted by the Board of Public Works.
- j. Verify that required testing has been accomplished and results of the testing are satisfactory
- k. Notify the Developer / Contractor and CITY in writing of any substandard work
- l. Consider and evaluate the Developer / Contractor's suggestions for modifications in drawings and/or specifications and report them with recommendations to CITY'S assigned Contract Manager.
- m. Representative of the firm shall notify CITY of any additional work requested by the CONTRACTOR beyond the original approved design prior to the work occurring. Representatives are not empowered to make changes to projects; all changes must be approved by CITY staff.
- n. On the PMIS Inspectors Daily Report, record hours on the job site (both inspector & contractor(s)), weather conditions, field superintendent/foreman's name, crew size, list of visiting officials, decisions, details of interactions and communication with the public or property owners/renters, safety observations, general observations, and specific observations with regard to test procedures and results of testing – to be loaded into PMIS daily.
- o. Take notes during and provide meeting minutes of all construction related meetings.

- p. Assist City CM with management of contractor's request for interpretation (RFI's) on clarification and interpretations, field orders, change orders, allowance authorizations, and work change directives.
- q. Assist the City CM in reviewing the Contractor's monthly pay quantities and application
- r. Assist City CM in preparing and coordinating change management documents, issuing defective work notices, performing final inspection and reviewing final punch lists from Contractor.
- s. Assist City CM to coordinate any necessary vendor installation certifications as well as startup and training activities
- t. Assist City CM with final project closeout documentation and help ensure that compliance efforts are completed so that project can be accepted by CU and the Board of Public Works and final payment be made to Contractor.
- u. Provide timely invoices to CITY.
- v. Provide a scanned copy of Inspector marked up as-built drawings at substantial completion of the project. If unable to provide a scanned copy, furnish marked up as-built drawings to Contract Manager for City to scan. Scanned drawings to be uploaded into PMIS digital library by Contract Manager.
- w. Deliver the final project records to the Construction Manager and upload tap, valve, and hydrant cards on Water projects to PMIS within ten (10) calendar days after satisfactory completion of the project.
- x. Incident Reporting – Should an accident occur on the project, notify Contract Manager immediately, then document with photos and prepare a report of the incident including but not limited to: What happened, all parties on site when accident occurred, what parties responded to provide assistance to the accident involved parties (if police, name of officer or number on squad car), what inspector personally witnessed, what may have occurred that inspector did not witness. Photos and report to be submitted to City Manager of Engineering by noon the day following the incident.
- y. Assist City Manager at Facility projects to inspect areas within confined space areas. Inspector shall be confined space certified and may be required to enter facilities as a part of a construction firms confined space entry team.
- z. Upon request by the City, if GPS coordinates are not secured by Contractor, Design Engineering firm, or Survey, Inspector shall gather GPS information utilizing GPS equipment with sub-meter (sub-foot desired) accuracy. At a minimum, coordinates must be recorded for Hydrants, valves, curb stops, corporation stops, directional change fittings, connection fittings, manholes, clean-outs, sewer taps, and other appurtenances as agreed upon at project assignment. Deliverable format shall be confirmed with the CITY at project assignment.
- aa. Notify CM and document in daily report when utilities other than the ones being installed as part of the project are encountered and are in interference with proposed infrastructure or damaged by the contractor.
- bb. Work with the public to resolve any complaints that are the result of construction activities. If complaint cannot be immediately resolved by disclosing to the contractor, notify the CM for assistance, guidance, and follow-up.

### **C. KEY PERSONNEL**

FIRM shall provide a resume for all key personal that may be assigned to a project so that experience can be determined and appropriate compensation rate established.

FIRM'S key personal will be assigned on a project basis and as mutually agreed to by FIRM and CITY prior to the commencement of any work in accordance with this Agreement. On all projects, but specifically on Capital projects the City believes that continuity of RPR services is important to maintain quality and accountability. Upon assignment of a project to a FIRM and the FIRM'S proposed staff person(s) are confirmed, CU desires the staff person(s) be assigned to the project until completion. To accommodate the difficulties of FIRMS complying with this requirement under this on-call type arrangement, CU will allow (unless otherwise agreed upon during project assignment discussions) for the key staff person(s) to be substituted by other pre-approved staff person(s) a maximum of one incident or day per week.

City Utilities will also consider allowing RPR's with less experience than required (requirements noted above) for substitution on projects. These exceptions will need to be pre-approved on project by project basis.

### **D. SCHEDULE**

Services under this contract are to be completed from date of NTP until **July 31, 2021**. This contract can be extended by amendment and approval of CITY and FIRM.

1. FIRM shall commence its services on assigned PROJECT upon notification by CITY.
2. FIRM shall attend a pre-construction meeting with the DEVELOPER/CONTRACTOR before commencement of construction.
3. Firm shall attend progress meetings during construction as requested.
4. Firm's Inspector shall attend a post-construction meeting with City and others to provide feedback on the execution of the project.

## **PART II**

### **CITY'S RESPONSIBILITIES**

CITY, at its expense, shall provide the following in a timely manner so as not to delay the Services.

#### **A. INFORMATION AND REQUIREMENTS**

1. Provide all criteria and full information as to CITY'S requirements for the Project, including without limitation, design objectives and constraints capacity and performance requirements, flexibility, the project scope, the comprehensive engineering report, the general and special provisions of the construction agreement/contract and any budgetary limitations; and furnish copies or notify FIRM of all design and construction standards which CITY will require to be included in the required reports and all other items as described in PART 1.
2. CITY shall provide a CITY Representative with decision-making authority on all inquiries.
3. CITY shall supply FIRM with One (1) set of approved Sub-Division or Commercial Plans at least 2 business days prior to work.
4. CITY shall supply FIRM with One (1) set of approved Bid Documents (Plans & Specifications) at least 5 business days prior to a pre-construction meeting.

#### **B. REPRESENTATIVE:**

Designate representative for the project who shall have authority to transmit instructions, receive information, interpret and define CITY'S policies and make decisions with respect to the services.

Various Contract Managers representing City Utilities will be responsible for coordinating activities with specific FIRM representatives.

## PART III

### COMPENSATION, BILLING, PAYMENT AND SCHEDULE

#### A. COMPENSATION

##### FIRM'S COMPENSATION FOR SERVICES

1. For those services performed by FIRM, FIRM will be paid by CITY on the basis of actual hours of work performed by FIRM'S Inspector on this Agreement at the hourly rate listed below. This rate is inclusive of any clerical, project set-up or final project review by office personnel, and/or administrative/management cost by FIRM.
2. FIRM shall not include time spent commuting from office or home to and/or from a project site when computing hours worked on payment claims as outlined in Part 1. Costs for commuting between multiple projects will be compensated for in the following manner: Travel time between project A and B shall be charged to project B. Return travel time from project B to project A shall be charged to project A.
3. For those testing services performed by other than FIRM at the request of the CITY, FIRM shall be reimbursed by CITY for the actual invoice for the services performed by other than FIRM, provided that each such invoice shall be subject to approval as reasonable by CITY prior to any reimbursement therefore.

##### **PRIVATE/DEVELOPER PROJECTS**

City Private Developer projects are inspected approximately four hours per day during construction activities. Staff with relevant inspection experience in construction of sanitary/stormwater collection systems and water distribution systems is required.

1. FIRM shall be compensated at a rate of **fifty-eight dollars (\$58.00) per hour** per Inspector per DEVELOPER/CONTRACTOR'S project for the inspection services performed under this Agreement, inclusive of any clerical and/or administrative/management cost by FIRM. This rate will be paid for the employees of the FIRM whose resumes have been approved by the City for Private / Developer activities.
  - If requested by CITY, CITY shall compensate FIRM at above specified hourly rate for time spent attending the preconstruction conference, making visual on-site inspections after construction is complete, and evaluating the design or the construction as may be required.

##### **SERVICE LATERAL CONNECTIONS**

Service Lateral Connections are typically installed by private contractors and are inspected on a per connection basis. Staff with relevant inspection experience in construction of sanitary/stormwater collection systems and water distribution systems is required.

1. FIRM shall be compensated at a rate of **fifty-eight dollars (\$58.00) per requested service connection evaluation** for the inspection services performed under this Agreement, inclusive of any clerical and/or administrative/management cost by FIRM. This rate will be paid for the employees of the FIRM whose resumes have been approved by the City for Service Lateral Connection Evaluation activities.

## **ALLEN COUNTY REGIONAL SEWER DISTRICT PROJECTS**

ACRSD projects are typically inspected approximately four to eight hours per day depending on phase of construction. Staff with relevant inspection experience in construction of sanitary/stormwater collection systems and water distribution systems is required.

1. FIRM shall be compensated at a rate of **sixty dollars (\$60.00) per hour** per Inspector per ACRSD project for the inspection services performed under this Agreement, inclusive of any clerical and/or administrative/management cost by FIRM. This rate will be paid for the employees of the FIRM whose resumes have been approved by the City for ACRSD activities. FIRM's employees will typically have less than five years of experience. Inspectors that have less than five years of experience but have exhibited competent knowledge for the project assignment may be waived to a higher pay level upon approval by the City.
  - If requested by CITY, CITY shall compensate FIRM at above specified hourly rate for time spent attending the preconstruction conference, making visual on-site inspections after construction is complete, and evaluating the design or the construction as may be required.

## **CAPITAL PROJECTS**

City Capital projects are typically inspected approximately four to eight hours per day depending on phase of construction. Staff with relevant inspection experience in construction of sanitary/stormwater collection systems and water distribution systems is required. Experience with trenchless construction methods/technologies is also expected (CIPP lining, HDD, etc.) for certain projects.

1. FIRM shall be compensated at a rate of **sixty-five dollars (\$65.00) per hour** per Inspector per CAPITAL project for the inspection services performed under this Agreement, inclusive of any clerical and/or administrative/management cost by FIRM. This rate will be paid for the employees of the FIRM whose resumes have been approved by the City for Capital Project activities. FIRM's employees will typically have less than five years of experience. Inspectors that have less than five years of experience but have exhibited competent knowledge for the project assignment may be waived to the higher pay level upon approval by the City.
  - If requested by CITY, CITY shall compensate FIRM at above specified hourly rate for time spent attending the preconstruction conference, making visual on-site inspections after construction is complete, and evaluating the design or the construction as may be required.
2. FIRM shall be compensated at a rate of **seventy-five dollars (\$75.00) per hour** per Inspector per CAPITAL project for the inspection services performed under this Agreement, inclusive of any clerical and/or administrative/management cost by FIRM. This rate will be paid for the employees of the FIRM that have a minimum of five years of experience for larger projects or projects with more complex work- such as projects with electrical/mechanical facilities such as lift stations. Inspectors that have less than five years of experience but have exhibited competent knowledge for the project assignment may be waived to this higher pay level upon approval by the City.
  - If requested by CITY, CITY shall compensate FIRM at above specified hourly rate for time spent attending the preconstruction conference, making visual on-site inspections after construction is complete, and evaluating the design or the construction as may be required.

## **WATER POLLUTION CONTROL AND WATER FILTRATION PLANT PROJECTS**

City Plant projects are typically inspected approximately eight hours per day depending on phase of construction. Staff with relevant inspection experience in construction of Facility projects is required.

1. FIRM shall be compensated at a rate of **one hundred dollars (\$100.00) per hour** per Inspector per WATER POLLUTION CONTROL PLANT AND WATER FILTRATION PLANT project for the inspection services performed under this Agreement, inclusive of any clerical and/or administrative/management cost by FIRM. This rate will be paid for the employees of the FIRM that have a minimum of ten years of experience for larger projects or projects with more complex work- such as projects with electrical/mechanical facilities such as lift stations. Inspectors that have less than ten years of experience but have exhibited competent knowledge for the project assignment may be waived to this higher pay level upon approval by the City. Staff with experience in electrical/mechanical, concrete, and/or structural disciplines typically will be required on facility projects.

#### **PMIS TECHNICAL SUPPORT SERVICES**

Purpose of this Service is to provide Technical Support with PMIS for the CITY.

1. FIRM shall be compensated at a rate of **Eighty Five dollars (\$85.00) per hour** per Individual for providing as-needed assistance with PMIS, system enhancements, training, and general technical support as directed. Additional services may be included if directed.
2. Services provided under this category shall require prior approval from the Deputy Director of Engineering or Manager of Engineering.

#### **SPECIAL PROJECT SUPPORT SERVICES**

Purpose of this Service is to provide support to City Utilities staff with implementation of special projects as assigned.

1. FIRM shall be compensated at a rate of **seventy-five dollars (\$75.00) per hour** per Individual for providing as-needed assistance with project support including data gathering, customer outreach, and customer follow-up of City programs and services as directed. Additional services may be included if directed.
2. Services provided under this category shall require prior approval from the Deputy Director of Engineering or Manager of Engineering.

### **B. BILLING AND PAYMENT**

#### **METHOD OF PAYMENT**

FIRM shall submit a properly itemized invoice to CITY on a monthly basis. CITY shall pay FIRM within forty five (45) days after receipt of such properly itemized claim forms, unless claim is objected to in writing, in which case claim shall be paid within 15 days of resolution. All required items must be uploaded into PMIS prior to Invoice approval. Some deliverables for Service Lateral Connection inspection may need to be scanned and emailed or hard copies delivered to appropriate CITY personnel.

**PART IV**  
**STANDARD TERMS AND CONDITIONS**

1. **STANDARD OF CARE.** Services shall be performed in accordance with the standard of professional practice ordinarily exercised by the applicable profession at the time and within the locality where the services are performed. No warranty or guarantee, express or implied, are provided, including warranties or guarantees contained in any uniform commercial code.

2. **CHANGE OF SCOPE.** The scope of Services set forth in this Agreement is based on facts known at the time of execution of this Agreement, including, if applicable, information supplied by ENGINEER and CITY. ENGINEER will promptly notify CITY of any perceived changes of scope in writing and the parties shall negotiate modifications to this Agreement.

3. **SAFETY.** ENGINEER shall establish and maintain programs and procedures for the safety of its employees. ENGINEER specifically disclaims any authority or responsibility for general job site safety and safety of persons other than ENGINEER employees.

4. **DELAYS.** If events beyond the control of ENGINEER, including, but not limited to, fire, flood, explosion, riot, strike, war, process shutdown, act of God or the public enemy, and act or regulation of any government agency, result in delay to any schedule established in this Agreement, such schedule shall be extended for a period equal to the delay. In the event such delay exceeds 90 days, ENGINEER will be entitled to an equitable adjustment in compensation.

5. **TERMINATION/SUSPENSION.** Either party may terminate this Agreement upon 30 days written notice to the other party in the event of substantial failure by the other party to perform in accordance with its obligations under this Agreement through no fault of the terminating party. CITY shall pay ENGINEER for all Services, including profit relating thereto, rendered prior to termination, plus any expenses of termination.

ENGINEER or CITY, for purposes of convenience, may at any time by written notice terminate the services under this Agreement. In the event of such termination, ENGINEER shall be paid for all authorized services rendered prior to termination including reasonable profit and expenses relating thereto.

6. **REUSE OF PROJECT DELIVERABLES.** Reuse of any documents or other deliverables, including electronic media, pertaining to the Project by CITY for any purpose other than that for which such documents or deliverables were originally prepared, or alternation of such documents or deliverables without written verification or adaptation by ENGINEER for the specific purpose intended, shall be at CITY's sole risk.

7. **OPINIONS OF CONSTRUCTION COST.** Any opinion of construction costs prepared by ENGINEER is supplied for the general guidance of the CITY only. Since ENGINEER has no control over competitive bidding or market conditions, ENGINEER cannot guarantee the accuracy of such opinions as compared to contract bids or actual costs to CITY.

8. **RELATIONSHIP WITH CONTRACTORS.** ENGINEER shall serve as CITY's professional representative for the Services, and may make recommendations to CITY concerning actions relating to CITY's contractors, but ENGINEER specifically disclaims any authority to direct or supervise the means, methods, techniques, sequences or procedures of construction selected by CITY's contractors.

9. **MODIFICATION.** This Agreement, upon execution by both parties hereto, can be modified only by a written instrument signed by both parties.

10. **PROPRIETARY INFORMATION.** Information relating to the Project, unless in the public domain, shall be kept confidential by ENGINEER and shall not be made available to third parties without written consent of CITY.

11. **INSURANCE.** ENGINEER shall maintain in full force and effect during the performance of the Services the following insurance coverage; provided, however, that if a High Risk Insurance Attachment is attached hereto, the requirements of the High Risk Insurance Attachment shall be substituted in lieu of the following requirements;

a) Worker's Compensation per statutory requirements

b) General Liability \$1,000,000 minimum per occurrence/ \$1,000,000 aggregate (if the value of the projects exceeds \$10,000,000 then this shall be \$5,000,000 aggregate).

c) Automobile Liability \$1,000,000 per occurrence

d) Products Liability \$1,000,000 per occurrence

e) Completed Operations Liability \$1,000,000 minimum per occurrence

The Certificate of Insurance must show the City of Fort Wayne, its Divisions and Subsidiaries as an Additional Insured and a Certificate Holder, with 30 days notification of cancellation or non-renewal. All Certificates of Insurance should be sent to the following address:

City of Fort Wayne Purchasing Department  
200 East Berry St., Suite #480  
Fort Wayne, IN 46802

12. **INDEMNITIES.** To the fullest extent permitted by law, ENGINEER shall indemnify and save harmless the City from and against loss, liability, and damages sustained by CITY, its agents, employees, and representatives by reason of injury or death to persons or damage to tangible property to the extent caused directly by the negligent errors or omissions of ENGINEER, its agents or employees.

To the fullest extent permitted by law, City shall indemnify and save harmless, Engineer from and against loss, liability, and damages sustained by Engineer, its agents, employees, and representatives by any reason of injury or death to persons or damage to tangible property to the proportionate extent caused by the negligence of City, its agents or employees.

13. **LIMITATIONS OF LIABILITY.** Each party's liability to the other for any loss, cost, claim, liability, damage, or expense (including attorneys' fees) relating to or arising out of any negligent act or omission in its performance of obligations arising out of this Agreement, shall be limited to the amount of direct damage actually incurred. Absent gross negligence or knowing and willful misconduct which causes a loss, neither party shall be liable to the other for any indirect, special or consequential damage of any kind whatsoever.

14. **ASSIGNMENT.** The rights and obligations of this Agreement cannot be assigned by either party without written permission of the other party. This Agreement shall be binding upon and insure to the benefit of any permitted assigns.

15. **ACCESS.** CITY shall provide ENGINEER safe access to any premises necessary for ENGINEER to provide the Services.

16. **PREVAILING PARTY LITIGATION COSTS.** In the event any actions are brought to enforce this Agreement, the prevailing party shall be entitled to collect its litigation costs from the other party.

17. **NO WAIVER.** No waiver by either party of any default by the other party in the performance of any particular section of this Agreement shall invalidate another section of this Agreement or operate as a waiver of any future default, whether like or different in character.

18. **SEVERABILITY.** The various term, provisions and covenants herein contained shall be deemed to be separate and severable, and the invalidity or unenforceability of any of them shall not affect or impair the validity or enforceability of the remainder.

19. **AUTHORITY.** The persons signing this Agreement warrant that they have the authority to sign as, or on behalf of, the part for whom they are signing.

20. **STATUTE OF LIMITATION.** To the fullest extent permitted by law, parties agree that, except for claims for indemnification, the time period for bringing claims regarding Engineer's performance under this Agreement shall expire one year after Project Completion.

**CITY OF FORT WAYNE, INDIANA**

**JACOBS ENGINEERING GROUP, INC.**

(Vendor Name)

**VENDOR DISCLOSURE STATEMENT RELATING TO:**

- 1. FINANCIAL INTERESTS;**
- 2. POTENTIAL CONFLICTS OF INTEREST;**
- 3. CURRENT AND PENDING CONTRACTS OR PROCUREMENTS**

Vendors desiring to enter into certain contracts with the City of Fort Wayne, Indiana (the "City") shall disclose their financial interests, potential conflicts of interest and current and pending contract or procurement information as set forth below.

The following disclosures by Vendors are required for all contracts with annual payments by the City in the amount of \$50,000 or more. Vendors shall disclose their financial interests, potential conflicts of interest and other contract and procurement information identified in Sections 1, 2 and 3 below as a prerequisite for consideration for a contract awarded by the City. This Disclosure Statement must be completed and submitted together with the Vendor's contract, bid, proposal or offer.

A publicly traded entity may submit its current 10K disclosure filing in satisfaction of the disclosure requirements set forth in Sections 1 and 2 below.

**Section 1: Disclosure of Financial Interest in Vendor**

a. If any individuals have either of the following financial interests in Vendor (or its parent), please check all that apply and provide their names and addresses (attach additional pages as necessary):

- (i) Equity ownership exceeding 5%
- (ii) Distributable income share exceeding 5%
- (iii) Not Applicable (If N/A, go to Section 2)

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

Address: \_\_\_\_\_ Address: \_\_\_\_\_

b. For each individual listed in Section 1a. show his/her type of equity ownership:

sole proprietorship  stock   
partnership interest  units (LLC)   
other (explain) \_\_\_\_\_

c. For each individual listed in Section 1a. show the percentage of ownership interest in Vendor (or its parent):  
ownership interest:

Name: \_\_\_\_\_ %

Name: \_\_\_\_\_ %

**Section 2: Disclosure of Potential Conflicts of Interest (not applicable for vendors who file a 10K)**

For each individual listed in Section 1a. check "Yes" or "No" to indicate which, if any, of the following potential conflict of interest relationships apply. If "Yes", please describe using space under applicable subsection (attach additional pages as necessary):

- a. City employment, currently or in the previous 3 years, including contractual employment for services:  
 Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

- b. City employment of "Member of Immediate Family" (defined herein as: *Spouse, Child, Step Child, Parent or Step Parent, Father-in-law or Mother-in-law, Brother or Sister, Step Brother or Step Sister, Half Brother or Half Sister, Brother-in-law or Sister-in-law, Son-in-law or Daughter-in-law, Grandparent or Step Grandparent, Grandparent or Step Grandparent of Spouse, Grandchild*)  
 Including contractual employment for services in the previous 3 years:

Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

- c. Relationship to Member of Immediate Family holding elective City office currently or in the previous 3 years:  
 Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Section 3: DISCLOSURE OF OTHER CONTRACT AND PROCUREMENT RELATED INFORMATION**

- a. Does Vendor have current contracts (including leases) with the City? Yes X No \_\_\_\_\_

If "Yes", identify each current contract with descriptive information including purchase order or contract reference number, contract date and City contact below (attach additional pages as necessary).

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

	On Call Project Delivery	3/16/16	Zach Schortgen
76003	3RPORT Tunnel CCM	3/22/17	T.J. Short
76189	Digester 3 & 4 Improvements	4/26/17	Zach Schortgen
	2017 RPR/Inspection Services	6/29/17	Mike Kiester
76184	Morton Street Lift Station	3/13/18	Chris Ravenscroft
	On Call Water Project Support	6/5/18	Andrew Schipper
	AMI Phase I	9/18/18	Ben Groeneweg
	Electric Systems and Capital Project Support	2/26/19	Doug Fasick
76480	Rudisill Consolidated Sewer Phase 1	4/30/19	Kristen Buell

- b. Does Vendor have **pending** contracts (including leases), bids, proposals, or other pending procurement relationship with the City? Yes  No

If "Yes", identify each pending matter with descriptive information including bid or project number, contract date and City contact using space below (attach additional pages as necessary).

	AMI Phase II		Ben Groeneweg
	St. Joe Dam Pump #2 Improvements		Chris Ravenscroft

- c. Does vendor have any existing employees that are also employed by the City of Fort Wayne?

Yes  No

If "Yes", provide the employee's name, current position held at vendor, and employment payment terms (hourly, salaried, commissioned, etc.).

Name / Position / Payment Terms:

\_\_\_\_\_

Name / Position / Payment Terms:

\_\_\_\_\_

Name / Position / Payment Terms:

\_\_\_\_\_

- d. Does vendor's representative, agent, broker, dealer or distributor (if applicable) have any existing employees that are also employed by the City of Fort Wayne? For each instance, please provide the name of the representative, agent, broker, dealer or distributor; the name of the City employee, and the payment terms (hourly, salaried, commissioned, etc.). **NO**

Company / Name / Payment Terms: \_\_\_\_\_

Company / Name / Payment Terms: \_\_\_\_\_

**Section 4: CERTIFICATION OF DISCLOSURES**

In connection with the disclosures contained in Sections 1, 2 and 3 Vendor hereby certifies that, except as described in attached Schedule A:

- a. Vendor (or its parent) has not, within the five (5) year period preceding the date of this Disclosure Statement, been debarred, suspended, proposed for debarment declared ineligible or voluntarily excluded from any transactions by any federal, state or local unit of government;
- b. No officer or director of Vendor (or its parent) or individual listed in Section 1a. is presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any offense;
- c. Vendor (or its parent) has not, within the five (5) year period preceding the date of this Disclosure Statement,



## **PROFESSIONAL SERVICES AGREEMENT**

### **City Utilities- Resident Project Representative / Inspection Services**

This Agreement is by and between

#### **CITY OF FORT WAYNE ("CITY")**

By and through its

Board of Public Works  
City of Fort Wayne  
200 East Berry Street  
Suite 210  
Fort Wayne, IN 46802

and,

#### **PROJECT ENGINEER ("FIRM"):**

Jacobs Engineering Group, Inc.  
2020 E. Washington Blvd., Suite 100  
Fort Wayne, IN 46803

Who agree as follows:

CITY hereby engages FIRM to perform the services set forth in Part I-Services ("Services") and FIRM agrees to perform the Services for the compensation set forth in Part III- Compensation ("Compensation"). FIRM shall be authorized to commence the Services upon execution of this Agreement and written authorization to proceed from CITY. CITY and FIRM agree that these signature pages, together with Parts I- IV constitute the entire Agreement ("Agreement") between them relating to this Project.

APPROVALS

APPROVED FOR CITY:

**BOARD OF PUBLIC WORKS**

BY: \_\_\_\_\_  
Shan Gunawardena, Chair

BY: \_\_\_\_\_  
Kumar Menon, Member

BY: \_\_\_\_\_  
Mike Avila, Member

ATTEST:

BY: \_\_\_\_\_  
Michelle Fulk-Vondran, Clerk

APPROVED FOR FIRM: JACOBS ENGINEERING GROUP, INC.

BY: \_\_\_\_\_

PRINTED NAME \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

**PART I**  
**FIRMS RESPONSIBILITIES**

**A. GENERAL RESPONSIBILITIES**

FIRM Shall:

1. Certify and warrant that it has the capacity to perform the services required by CITY with high professional quality, ability and expertise and further certify and warrant that it has the capacity and authority to enter into this Agreement.
2. Perform Resident Project Representative (RPR) and inspection services during the construction of Water Pollution Control and Water Filtration Facility projects along with sanitary sewers, water mains, and stormwater facilities in assigned projects, and perform onsite evaluation and observation services for lateral connections to CITY's infrastructure systems to determine whether said infrastructure/connections are constructed in substantial conformance with plans and specifications approved by Fort Wayne City Utilities Development Services or Engineering Department, City Utilities Design Standards Manual, and Chapters 51, 52 and 53 of the City Code of Fort Wayne, Indiana, as set forth in Service by Firm section included herein.
3. Maintain appropriate records and forms, as instructed by CITY and submit all records and forms to CITY as set forth in Services by Firm section.

**B. SERVICES BY FIRM:**

Services to be provided for the project are as follows:

1. FIRM shall have a designated person as a point of contact for RPR services oversight.
2. FIRM shall provide professional RPR, inspection, observation and testing services during the construction of facilities on assigned projects.
3. FIRM shall provide Inspection personnel as required for a period of time necessary to complete the construction project and prepare a final construction report.
  - a. The qualifications and experiences of personnel provided by FIRM are subject to approval by CITY. No personnel shall be assigned to the project until such approval is obtained.
  - b. The Inspector shall take directions from and report to CITY'S assigned Contract Manager (CM) on all matters concerning contract compliance and administration.
  - c. The Inspector shall coordinate project activities with CITY'S assigned Contract Manager.
4. FIRM shall also do the following:
  - a. FIRMS will be expected to fully utilize the Program Management Information System (PMIS), a web based system that will allow for FIRMS to submit inspection reports, photographs, and other various forms of project documentation electronically to City Utilities Engineering. When functionality becomes available, FIRMS shall submit invoices through PMIS.
  - b. FIRM will be expected to fully utilize AssetHound, a Mobile App to document daily construction activities (daily report), photos, and test reporting for uploading to PMIS.

- c. Serve as CITY'S Liaison with the Developer / Contractor, working principally through the Developer / Contractor's field superintendent or such other person in authority as designated by the Developer / Contractor. Acting in liaison capacity, the Inspector shall be thoroughly familiar with the plans and specifications applicable to the project and observe the construction for compliance with respect to all provisions therein.
- d. Review the NPDES Stormwater permit / plans and conduct on-site observations as a basis for determining that the project is proceeding in substantial conformance with the approved permit / plan requirements. Any deviation observed shall be reported in writing promptly to CITY by the Inspector.
- e. Review the construction schedule prepared by the Developer / Contractor and assist CITY in making sure schedule is being held to meet project milestones (ex. Substantial & Final Completion).
- f. Cooperate with CITY in dealing with the various local agencies having jurisdiction over the project.
- g. Provide observation of Capital, Developer, and ACRSD construction activities performed by the Contractor to ensure work complies with the contract documents and related project permits.
  - 1. Daily logs – to be loaded into AssetHound for both Developer and Capital projects each day of active construction
  - 2. Photos for construction progress (taken daily of relevant work activities) as well as for any potential claim situations-to be loaded into AssetHound each day of active construction
  - 3. Record on project drawings all field changes and daily production information
  - 4. Keep quantity records and accurate materials stored on site records for submittal to Contract Manager for progress payment reviews
  - 5. Keep detailed records on time and materials for work authorized as reimbursable
  - 6. Obtain and review all applicable easements required for successful completion of project and verify contractors are complying with and fulfilling the requirements outlined in easement documents.
  - 7. Obtain and review all applicable permits required for successful completion of project and verify contractors are complying with and fulfilling the requirements outlined in permits including limits of construction and ensure contractor stays out of restricted areas. Copies of permits are uploaded into the PMIS digital library by Contract Manager.
  - 8. Obtain and review traffic control plans and verify that all required traffic control devices are in place on a daily basis. Travel detour routes to verify appropriate signage is in place and other construction activities are not impeding traffic.
  - 9. Review compaction testing specifications (if applicable) and verify that compaction testing is being completed per specifications. Upload compaction test results into PMIS on a weekly basis.
- i. Inspect, at a minimum, the following:
  - 1. Bedding and backfill of stormwater and sanitary sewers and related structures
  - 2. Bedding, backfill and restraint of water mains, elbows, hydrants, valves, auxiliary valves, blow-offs, services and related appurtenances.
  - 3. Installation of manholes, lift stations and/or force mains
  - 4. Subgrade for horizontal and vertical alignment and compaction
  - 5. Rough and final grading of swales, ditches, and detention/retention facilities
  - 6. Testing of construction materials by private testing company may be called for on any of the above phases as required by the City Utilities Engineering Department or as requested by CITY.
  - 7. On-site verification of all required testing and as-built survey information.

8. Verification of invert elevations at each manhole during construction of sanitary and storm sewer main trunk lines to ensure design elevations (and associated design capacity) is being maintained.
  9. Electrical/mechanical, concrete, and/or structural infrastructure on Facility projects.
- h. Perform onsite evaluation and observation services for connections to City Utilities' infrastructure systems ("Service Connection").
- i. Inspect, at a minimum, the following
    1. Pipe bedding
    2. Pipe slope
    3. Pipe material, fittings, gaskets, boots, etc.
    4. Installation of cleanouts
    5. Connection of Service Connection at the building or to the existing building service line
    6. Non-wastewater water or materials do not and cannot flow into or infiltrate sewer pipes
    7. Connections to manholes, inlets, catch basins, or other structures on public infrastructure system are completed in compliance with approved plans, design and construction standards and specifications, and completed in a manner that does not adversely impact any structure.
    8. Drawing showing the location of the Service Connection on the property
  - ii. Upon receipt of CITY's Service Connection Evaluation request, FIRM shall dispatch and complete the on-site evaluation, and report deficiencies, if any, to CITY within (3) hours.
  - iii. Deliver completed tap record sheets (hard copy) to CITY by noon of the business day following completion of each evaluation.
- i. Furnish all equipment necessary to sample and test materials and/or provide on-site independent assurance testing of materials in accordance with standards and specifications of the Fort Wayne procedures and in accordance with current accepted practices, ordinances, and the most recent standards and specifications of the Division of Utilities, City Utilities Engineering Department as approved and adopted by the Board of Public Works.
- j. Verify that required testing has been accomplished and results of the testing are satisfactory
- k. Notify the Developer / Contractor and CITY in writing of any substandard work
- l. Consider and evaluate the Developer / Contractor's suggestions for modifications in drawings and/or specifications and report them with recommendations to CITY'S assigned Contract Manager.
- m. Representative of the firm shall notify CITY of any additional work requested by the CONTRACTOR beyond the original approved design prior to the work occurring. Representatives are not empowered to make changes to projects; all changes must be approved by CITY staff.
- n. On the PMIS Inspectors Daily Report, record hours on the job site (both inspector & contractor(s)), weather conditions, field superintendent/foreman's name, crew size, list of visiting officials, decisions, details of interactions and communication with the public or property owners/renters, safety observations, general observations, and specific observations with regard to test procedures and results of testing – to be loaded into PMIS daily.
- o. Take notes during and provide meeting minutes of all construction related meetings.

- p. Assist City CM with management of contractor's request for interpretation (RFI's) on clarification and interpretations, field orders, change orders, allowance authorizations, and work change directives.
- q. Assist the City CM in reviewing the Contractor's monthly pay quantities and application
- r. Assist City CM in preparing and coordinating change management documents, issuing defective work notices, performing final inspection and reviewing final punch lists from Contractor.
- s. Assist City CM to coordinate any necessary vendor installation certifications as well as startup and training activities
- t. Assist City CM with final project closeout documentation and help ensure that compliance efforts are completed so that project can be accepted by CU and the Board of Public Works and final payment be made to Contractor.
- u. Provide timely invoices to CITY.
- v. Provide a scanned copy of Inspector marked up as-built drawings at substantial completion of the project. If unable to provide a scanned copy, furnish marked up as-built drawings to Contract Manager for City to scan. Scanned drawings to be uploaded into PMIS digital library by Contract Manager.
- w. Deliver the final project records to the Construction Manager and upload tap, valve, and hydrant cards on Water projects to PMIS within ten (10) calendar days after satisfactory completion of the project.
- x. Incident Reporting – Should an accident occur on the project, notify Contract Manager immediately, then document with photos and prepare a report of the incident including but not limited to: What happened, all parties on site when accident occurred, what parties responded to provide assistance to the accident involved parties (if police, name of officer or number on squad car), what inspector personally witnessed, what may have occurred that inspector did not witness. Photos and report to be submitted to City Manager of Engineering by noon the day following the incident.
- y. Assist City Manager at Facility projects to inspect areas within confined space areas. Inspector shall be confined space certified and may be required to enter facilities as a part of a construction firms confined space entry team.
- z. Upon request by the City, if GPS coordinates are not secured by Contractor, Design Engineering firm, or Survey, Inspector shall gather GPS information utilizing GPS equipment with sub-meter (sub-foot desired) accuracy. At a minimum, coordinates must be recorded for Hydrants, valves, curb stops, corporation stops, directional change fittings, connection fittings, manholes, clean-outs, sewer taps, and other appurtenances as agreed upon at project assignment. Deliverable format shall be confirmed with the CITY at project assignment.
- aa. Notify CM and document in daily report when utilities other than the ones being installed as part of the project are encountered and are in interference with proposed infrastructure or damaged by the contractor.
- bb. Work with the public to resolve any complaints that are the result of construction activities. If complaint cannot be immediately resolved by disclosing to the contractor, notify the CM for assistance, guidance, and follow-up.

### **C. KEY PERSONEL**

FIRM shall provide a resume for all key personal that may be assigned to a project so that experience can be determined and appropriate compensation rate established.

FIRM'S key personal will be assigned on a project basis and as mutually agreed to by FIRM and CITY prior to the commencement of any work in accordance with this Agreement. On all projects, but specifically on Capital projects the City believes that continuity of RPR services is important to maintain quality and accountability. Upon assignment of a project to a FIRM and the FIRM'S proposed staff person(s) are confirmed, CU desires the staff person(s) be assigned to the project until completion. To accommodate the difficulties of FIRMS complying with this requirement under this on-call type arrangement, CU will allow (unless otherwise agreed upon during project assignment discussions) for the key staff person(s) to be substituted by other pre-approved staff person(s) a maximum of one incident or day per week.

City Utilities will also consider allowing RPR's with less experience than required (requirements noted above) for substitution on projects. These exceptions will need to be pre-approved on project by project basis.

### **D. SCHEDULE**

Services under this contract are to be completed from date of NTP until **July 31, 2021**. This contract can be extended by amendment and approval of CITY and FIRM.

1. FIRM shall commence its services on assigned PROJECT upon notification by CITY.
2. FIRM shall attend a pre-construction meeting with the DEVELOPER/CONTRACTOR before commencement of construction.
3. Firm shall attend progress meetings during construction as requested.
4. Firm's Inspector shall attend a post-construction meeting with City and others to provide feedback on the execution of the project.

## **PART II**

### **CITY'S RESPONSIBILITIES**

CITY, at its expense, shall provide the following in a timely manner so as not to delay the Services.

#### **A. INFORMATION AND REQUIREMENTS**

1. Provide all criteria and full information as to CITY'S requirements for the Project, including without limitation, design objectives and constraints capacity and performance requirements, flexibility, the project scope, the comprehensive engineering report, the general and special provisions of the construction agreement/contract and any budgetary limitations; and furnish copies or notify FIRM of all design and construction standards which CITY will require to be included in the required reports and all other items as described in PART I.
2. CITY shall provide a CITY Representative with decision-making authority on all inquiries.
3. CITY shall supply FIRM with One (1) set of approved Sub-Division or Commercial Plans at least 2 business days prior to work.
4. CITY shall supply FIRM with One (1) set of approved Bid Documents (Plans & Specifications) at least 5 business days prior to a pre-construction meeting.

#### **B. REPRESENTATIVE:**

Designate representative for the project who shall have authority to transmit instructions, receive information, interpret and define CITY'S policies and make decisions with respect to the services.

Various Contract Managers representing City Utilities will be responsible for coordinating activities with specific FIRM representatives.

## PART III

### COMPENSATION, BILLING, PAYMENT AND SCHEDULE

#### A. COMPENSATION

##### FIRM'S COMPENSATION FOR SERVICES

1. For those services performed by FIRM, FIRM will be paid by CITY on the basis of actual hours of work performed by FIRM'S Inspector on this Agreement at the hourly rate listed below. This rate is inclusive of any clerical, project set-up or final project review by office personnel, and/or administrative/management cost by FIRM.
2. FIRM shall not include time spent commuting from office or home to and/or from a project site when computing hours worked on payment claims as outlined in Part 1. Costs for commuting between multiple projects will be compensated for in the following manner: Travel time between project A and B shall be charged to project B. Return travel time from project B to project A shall be charged to project A.
3. For those testing services performed by other than FIRM at the request of the CITY, FIRM shall be reimbursed by CITY for the actual invoice for the services performed by other than FIRM, provided that each such invoice shall be subject to approval as reasonable by CITY prior to any reimbursement therefore.

##### PRIVATE/DEVELOPER PROJECTS

City Private Developer projects are inspected approximately four hours per day during construction activities. Staff with relevant inspection experience in construction of sanitary/stormwater collection systems and water distribution systems is required.

1. FIRM shall be compensated at a rate of **fifty-eight dollars (\$58.00) per hour** per Inspector per DEVELOPER/CONTRACTOR'S project for the inspection services performed under this Agreement, inclusive of any clerical and/or administrative/management cost by FIRM. This rate will be paid for the employees of the FIRM whose resumes have been approved by the City for Private / Developer activities.
  - If requested by CITY, CITY shall compensate FIRM at above specified hourly rate for time spent attending the preconstruction conference, making visual on-site inspections after construction is complete, and evaluating the design or the construction as may be required.

##### SERVICE LATERAL CONNECTIONS

Service Lateral Connections are typically installed by private contractors and are inspected on a per connection basis. Staff with relevant inspection experience in construction of sanitary/stormwater collection systems and water distribution systems is required.

1. FIRM shall be compensated at a rate of **fifty-eight dollars (\$58.00) per requested service connection evaluation** for the inspection services performed under this Agreement, inclusive of any clerical and/or administrative/management cost by FIRM. This rate will be paid for the employees of the FIRM whose resumes have been approved by the City for Service Lateral Connection Evaluation activities.

## **ALLEN COUNTY REGIONAL SEWER DISTRICT PROJECTS**

ACRSD projects are typically inspected approximately four to eight hours per day depending on phase of construction. Staff with relevant inspection experience in construction of sanitary/stormwater collection systems and water distribution systems is required.

1. FIRM shall be compensated at a rate of **sixty dollars (\$60.00) per hour** per Inspector per ACRSD project for the inspection services performed under this Agreement, inclusive of any clerical and/or administrative/management cost by FIRM. This rate will be paid for the employees of the FIRM whose resumes have been approved by the City for ACRSD activities. FIRM's employees will typically have less than five years of experience. Inspectors that have less than five years of experience but have exhibited competent knowledge for the project assignment may be waived to a higher pay level upon approval by the City.
  - If requested by CITY, CITY shall compensate FIRM at above specified hourly rate for time spent attending the preconstruction conference, making visual on-site inspections after construction is complete, and evaluating the design or the construction as may be required.

## **CAPITAL PROJECTS**

City Capital projects are typically inspected approximately four to eight hours per day depending on phase of construction. Staff with relevant inspection experience in construction of sanitary/stormwater collection systems and water distribution systems is required. Experience with trenchless construction methods/technologies is also expected (CIPP lining, HDD, etc.) for certain projects.

1. FIRM shall be compensated at a rate of **sixty-five dollars (\$65.00) per hour** per Inspector per CAPITAL project for the inspection services performed under this Agreement, inclusive of any clerical and/or administrative/management cost by FIRM. This rate will be paid for the employees of the FIRM whose resumes have been approved by the City for Capital Project activities. FIRM's employees will typically have less than five years of experience. Inspectors that have less than five years of experience but have exhibited competent knowledge for the project assignment may be waived to the higher pay level upon approval by the City.
  - If requested by CITY, CITY shall compensate FIRM at above specified hourly rate for time spent attending the preconstruction conference, making visual on-site inspections after construction is complete, and evaluating the design or the construction as may be required.
2. FIRM shall be compensated at a rate of **seventy-five dollars (\$75.00) per hour** per Inspector per CAPITAL project for the inspection services performed under this Agreement, inclusive of any clerical and/or administrative/management cost by FIRM. This rate will be paid for the employees of the FIRM that have a minimum of five years of experience for larger projects or projects with more complex work- such as projects with electrical/mechanical facilities such as lift stations. Inspectors that have less than five years of experience but have exhibited competent knowledge for the project assignment may be waived to this higher pay level upon approval by the City.
  - If requested by CITY, CITY shall compensate FIRM at above specified hourly rate for time spent attending the preconstruction conference, making visual on-site inspections after construction is complete, and evaluating the design or the construction as may be required.

## **WATER POLLUTION CONTROL AND WATER FILTRATION PLANT PROJECTS**

City Plant projects are typically inspected approximately eight hours per day depending on phase of construction. Staff with relevant inspection experience in construction of Facility projects is required.

1. FIRM shall be compensated at a rate of **one hundred dollars (\$100.00) per hour** per Inspector per WATER POLLUTION CONTROL PLANT AND WATER FILTRATION PLANT project for the inspection services performed under this Agreement, inclusive of any clerical and/or administrative/management cost by FIRM. This rate will be paid for the employees of the FIRM that have a minimum of ten years of experience for larger projects or projects with more complex work- such as projects with electrical/mechanical facilities such as lift stations. Inspectors that have less than ten years of experience but have exhibited competent knowledge for the project assignment may be waived to this higher pay level upon approval by the City. Staff with experience in electrical/mechanical, concrete, and/or structural disciplines typically will be required on facility projects.

#### **PMIS TECHNICAL SUPPORT SERVICES**

Purpose of this Service is to provide Technical Support with PMIS for the CITY.

1. FIRM shall be compensated at a rate of **Eighty Five dollars (\$85.00) per hour** per Individual for providing as-needed assistance with PMIS, system enhancements, training, and general technical support as directed. Additional services may be included if directed.
2. Services provided under this category shall require prior approval from the Deputy Director of Engineering or Manager of Engineering.

#### **SPECIAL PROJECT SUPPORT SERVICES**

Purpose of this Service is to provide support to City Utilities staff with implementation of special projects as assigned.

1. FIRM shall be compensated at a rate of **seventy-five dollars (\$75.00) per hour** per Individual for providing as-needed assistance with project support including data gathering, customer outreach, and customer follow-up of City programs and services as directed. Additional services may be included if directed.
2. Services provided under this category shall require prior approval from the Deputy Director of Engineering or Manager of Engineering.

### **B. BILLING AND PAYMENT**

#### **METHOD OF PAYMENT**

FIRM shall submit a properly itemized invoice to CITY on a monthly basis. CITY shall pay FIRM within forty five (45) days after receipt of such properly itemized claim forms, unless claim is objected to in writing, in which case claim shall be paid within 15 days of resolution. All required items must be uploaded into PMIS prior to Invoice approval. Some deliverables for Service Lateral Connection inspection may need to be scanned and emailed or hard copies delivered to appropriate CITY personnel.

**PART IV  
STANDARD TERMS AND CONDITIONS**

1. **STANDARD OF CARE.** Services shall be performed in accordance with the standard of professional practice ordinarily exercised by the applicable profession at the time and within the locality where the services are performed. No warranty or guarantee, express or implied, are provided, including warranties or guarantees contained in any uniform commercial code.

2. **CHANGE OF SCOPE.** The scope of Services set forth in this Agreement is based on facts known at the time of execution of this Agreement, including, if applicable, information supplied by ENGINEER and CITY. ENGINEER will promptly notify CITY of any perceived changes of scope in writing and the parties shall negotiate modifications to this Agreement.

3. **SAFETY.** ENGINEER shall establish and maintain programs and procedures for the safety of its employees. ENGINEER specifically disclaims any authority or responsibility for general job site safety and safety of persons other than ENGINEER employees.

4. **DELAYS.** If events beyond the control of ENGINEER, including, but not limited to, fire, flood, explosion, riot, strike, war, process shutdown, act of God or the public enemy, and act or regulation of any government agency, result in delay to any schedule established in this Agreement, such schedule shall be extended for a period equal to the delay. In the event such delay exceeds 90 days, ENGINEER will be entitled to an equitable adjustment in compensation.

5. **TERMINATION/SUSPENSION.** Either party may terminate this Agreement upon 30 days written notice to the other party in the event of substantial failure by the other party to perform in accordance with its obligations under this Agreement through no fault of the terminating party. CITY shall pay ENGINEER for all Services, including profit relating thereto, rendered prior to termination, plus any expenses of termination.

ENGINEER or CITY, for purposes of convenience, may at any time by written notice terminate the services under this Agreement. In the event of such termination, ENGINEER shall be paid for all authorized services rendered prior to termination including reasonable profit and expenses relating thereto.

6. **REUSE OF PROJECT DELIVERABLES.** Reuse of any documents or other deliverables, including electronic media, pertaining to the Project by CITY for any purpose other than that for which such documents or deliverables were originally prepared, or alteration of such documents or deliverables without written verification or adaptation by ENGINEER for the specific purpose intended, shall be at CITY's sole risk.

7. **OPINIONS OF CONSTRUCTION COST.** Any opinion of construction costs prepared by ENGINEER is supplied for the general guidance of the CITY only. Since ENGINEER has no control over competitive bidding or market conditions, ENGINEER cannot guarantee the accuracy of such opinions as compared to contract bids or actual costs to CITY.

8. **RELATIONSHIP WITH CONTRACTORS.** ENGINEER shall serve as CITY's professional representative for the Services, and may make recommendations to CITY concerning actions relating to CITY's contractors, but ENGINEER specifically disclaims any authority to direct or supervise the means, methods, techniques, sequences or procedures of construction selected by CITY's contractors.

9. **MODIFICATION.** This Agreement, upon execution by both parties hereto, can be modified only by a written instrument signed by both parties.

10. **PROPRIETARY INFORMATION.** Information relating to the Project, unless in the public domain, shall be kept confidential by ENGINEER and shall not be made available to third parties without written consent of CITY.

11. **INSURANCE.** ENGINEER shall maintain in full force and effect during the performance of the Services the following insurance coverage; provided, however, that if a High Risk Insurance Attachment is attached hereto, the requirements of the High Risk Insurance Attachment shall be substituted in lieu of the following requirements;

a) Worker's Compensation per statutory requirements

b) General Liability \$1,000,000 minimum per occurrence/ \$1,000,000 aggregate (if the value of the projects exceeds \$10,000,000 then this shall be \$5,000,000 aggregate).

c) Automobile Liability \$1,000,000 per occurrence

d) Products Liability \$1,000,000 per occurrence

e) Completed Operations Liability \$1,000,000 minimum per occurrence

The Certificate of Insurance must show the City of Fort Wayne, its Divisions and Subsidiaries as an Additional Insured and a Certificate Holder, with 30 days notification of cancellation or non-renewal. All Certificates of Insurance should be sent to the following address:

City of Fort Wayne Purchasing Department

200 East Berry St., Suite #480

Fort Wayne, IN 46802

12. **INDEMNITIES.** To the fullest extent permitted by law, ENGINEER shall indemnify and save harmless the City from and against loss, liability, and damages sustained by CITY, its agents, employees, and representatives by reason of injury or death to persons or damage to tangible property to the extent caused directly by the negligent errors or omissions of ENGINEER, its agents or employees.

To the fullest extent permitted by law, City shall indemnify and save harmless, Engineer from and against loss, liability, and damages sustained by Engineer, its agents, employees, and representatives by any reason of injury or death to persons or damage to tangible property to the proportionate extent caused by the negligence of City, its agents or employees.

13. **LIMITATIONS OF LIABILITY.** Each party's liability to the other for any loss, cost, claim, liability, damage, or expense (including attorneys' fees) relating to or arising out of any negligent act or omission in its performance of obligations arising out of this Agreement, shall be limited to the amount of direct damage actually incurred. Absent gross negligence or knowing and willful misconduct which causes a loss, neither party shall be liable to the other for any indirect, special or consequential damage of any kind whatsoever.

14. **ASSIGNMENT.** The rights and obligations of this Agreement cannot be assigned by either party without written permission of the other party. This Agreement shall be binding upon and insure to the benefit of any permitted assigns.

15. **ACCESS.** CITY shall provide ENGINEER safe access to any premises necessary for ENGINEER to provide the Services.

16. **PREVAILING PARTY LITIGATION COSTS.** In the event any actions are brought to enforce this Agreement, the prevailing party shall be entitled to collect its litigation costs from the other party.

17. **NO WAIVER.** No waiver by either party of any default by the other party in the performance of any particular section of this Agreement shall invalidate another section of this Agreement or operate as a waiver of any future default, whether like or different in character.

18. **SEVERABILITY.** The various term, provisions and covenants herein contained shall be deemed to be separate and severable, and the invalidity or unenforceability of any of them shall not affect or impair the validity or enforceability of the remainder.

19. **AUTHORITY.** The persons signing this Agreement warrant that they have the authority to sign as, or on behalf of, the part for whom they are signing.

20. **STATUTE OF LIMITATION.** To the fullest extent permitted by law, parties agree that, except for claims for indemnification, the time period for bringing claims regarding Engineer's performance under this Agreement shall expire one year after Project Completion.

CITY OF FORT WAYNE, INDIANA

VS Engineering, Inc.

(Vendor Name)

**VENDOR DISCLOSURE STATEMENT RELATING TO:**

1. FINANCIAL INTERESTS;
2. POTENTIAL CONFLICTS OF INTEREST;
3. CURRENT AND PENDING CONTRACTS OR PROCUREMENTS

Vendors desiring to enter into certain contracts with the City of Fort Wayne, Indiana (the "City") shall disclose their financial interests, potential conflicts of interest and current and pending contract or procurement information as set forth below.

The following disclosures by Vendors are required for all contracts with annual payments by the City in the amount of \$50,000 or more. Vendors shall disclose their financial interests, potential conflicts of interest and other contract and procurement information identified in Sections 1, 2 and 3 below as a prerequisite for consideration for a contract awarded by the City. This Disclosure Statement must be completed and submitted together with the Vendor's contract, bid, proposal or offer.

A publicly traded entity may submit its current 10K disclosure filing in satisfaction of the disclosure requirements set forth in Sections 1 and 2 below.

**Section 1: Disclosure of Financial Interest in Vendor**

a. If any individuals have either of the following financial interests in Vendor (or its parent), please check all that apply and provide their names and addresses (attach additional pages as necessary):

- (i) Equity ownership exceeding 5%
- (ii) Distributable income share exceeding 5%
- (iii) Not Applicable (If N/A, go to Section 2)

Name: Sanjay Patel Name: Bhagwan Patel  
Address: 1501 Continental Dr., Zionsville, IN 46077 Address: 6107 Midway Ct., Indpls, 46224

b. For each individual listed in Section 1a. show his/her type of equity ownership:

sole proprietorship  stock   
partnership interest  units (LLC)   
other (explain) \_\_\_\_\_

c. For each individual listed in Section 1a. show the percentage of ownership interest in Vendor (or its parent):  
ownership interest:

Name: Sanjay Patel 65 %  
Name: Bhagwan Patel 34 %

**Section 2: Disclosure of Potential Conflicts of Interest (not applicable for vendors who file a 10K)**

For each individual listed in Section 1a. check "Yes" or "No" to indicate which, if any, of the following potential conflict of interest relationships apply. If "Yes", please describe using space under applicable subsection (attach additional pages as necessary):

- a. City employment, currently or in the previous 3 years, including contractual employment for services:  
Yes \_\_\_\_\_ No

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- b. City employment of "Member of Immediate Family" (defined herein as: spouse, parent, child or sibling) including contractual employment for services in the previous 3 years:  
Yes \_\_\_\_\_ No

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- c. Relationship to Member of Immediate Family holding elective City office currently or in the previous 3 years:  
Yes \_\_\_\_\_ No

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- c. Relationship to Member of Immediate Family holding appointive City office currently or in the previous 3 years:  
Yes \_\_\_\_\_ No

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**Section 3: DISCLOSURE OF OTHER CONTRACT AND PROCUREMENT RELATED INFORMATION**

- a. Does Vendor have current contracts (including leases) with the City? Yes  No \_\_\_\_\_

If "Yes", identify each current contract with descriptive information including purchase order or contract reference number, contract date and City contact below (attach additional pages as necessary).

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See attached list

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b. Does Vendor have pending contracts (including leases), bids, proposals, or other pending procurement relationship with the City? Yes  No

If "Yes", identify each pending matter with descriptive information including bid or project number, contract date and City contact using space below (attach additional pages as necessary).

1) Fort Wayne Utilities On-Call Construction Inspection 2019

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c. Does vendor have any existing employees that are also employed by the City of Fort Wayne?

Yes  No

If "Yes", provide the employee's name, current position held at vendor, and employment payment terms (hourly, salaried, commissioned, etc.).

Name / Position / Payment Terms:

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Name / Position / Payment Terms:

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Name / Position / Payment Terms:

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d. Does vendor's representative, agent, broker, dealer or distributor (if applicable) have any existing employees that are also employed by the City of Fort Wayne? For each instance, please provide the name of the representative, agent, broker, dealer or distributor; the name of the City employee, and the payment terms (hourly, salaried, commissioned, etc.).

Company / Name / Payment Terms: \_\_\_\_\_

Company / Name / Payment Terms: \_\_\_\_\_

#### Section 4: CERTIFICATION OF DISCLOSURES

In connection with the disclosures contained in Sections 1, 2 and 3 Vendor hereby certifies that, except as described in attached Schedule A:

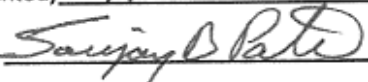
- a. Vendor (or its parent) has not, within the five (5) year period preceding the date of this Disclosure Statement, been debarred, suspended, proposed for debarment declared ineligible or voluntarily excluded from any transactions by any federal, state or local unit of government;
- b. No officer or director of Vendor (or its parent) or individual listed in Section 1a. is presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any offense;
- c. Vendor (or its parent) has not, within the five (5) year period preceding the date of this Disclosure Statement, had one or more public transactions (federal, state or local) terminated for cause or default;

- d. No officer or director of Vendor (or its parent) or individual listed in Section 1a. has, within the five (5) year period preceding the date of this Disclosure Statement, been convicted, adjudged guilty, or found liable in any criminal or civil action instituted by the City, the federal or state government or any other unit of local government; and
- e. Neither Vendor, nor its parent, nor any affiliated entity of Vendor, or any of their respective officers, directors, or individuals listed in Section 1a. is barred from contracting with any unit of any federal, state or local government as a result of engaging in or being convicted of: (i) bid-rigging; (ii) bid-rotating; or (iii) any similar federal or state offense that contains the same elements as the offense of bid-rigging or bid-rotating
- f. Pursuant to IC 5-22-16.5, Vendor hereby certifies they do NOT provide \$20 million dollars or more in goods or services to the energy sector of Iran. Vendor also certifies it is not a financial institution that extends \$20 million dollars or more in credit that will provide goods or services to the energy sector of Iran or extends \$20 million dollars or more in credit to a person identified on the list as a person engaging in investment activities in Iran.

The disclosures contained Sections 1, 2 and 3 and the foregoing Certifications are submitted by

VS Engineering, Inc.	10305 Dawsons Creek Blvd., Ft. Wayne, 46825
(Name of Vendor)	Address
	( ) 260.489.6635
	Telephone
	sbpatel@vsengineering.com
	E-Mail Address

The individual authorized to sign on behalf of Vendor represents that he/she: (a) is fully informed regarding the matters pertaining to Vendor and its business; (b) has adequate knowledge to make the above representations and disclosures concerning Vendor; and (c) certifies that the foregoing representations and disclosures are true and accurate to the best of his/her knowledge and belief.

Name (Printed) Sanjay B. Patel, PE	Title President
Signature 	Date July 2, 2019

**NOTE: FAILURE TO COMPLETE AND RETURN THIS FORM WITH YOUR DOCUMENTATION MAY RESULT IN YOUR CONTRACT, OFFER, BID OR PROPOSAL BEING DISQUALIFIED FROM CONSIDERATION.**

## **PROFESSIONAL SERVICES AGREEMENT**

### **City Utilities- Resident Project Representative / Inspection Services**

This Agreement is by and between

#### **CITY OF FORT WAYNE ("CITY")**

By and through its

Board of Public Works  
City of Fort Wayne  
200 East Berry Street  
Suite 210  
Fort Wayne, IN 46802

and,

#### **PROJECT ENGINEER ("FIRM"):**

VS Engineering, Inc.  
10305-A Dawson's Creek Boulevard  
Fort Wayne, IN 46825

Who agree as follows:

CITY hereby engages FIRM to perform the services set forth in Part I-Services ("Services") and FIRM agrees to perform the Services for the compensation set forth in Part III- Compensation ("Compensation"). FIRM shall be authorized to commence the Services upon execution of this Agreement and written authorization to proceed from CITY. CITY and FIRM agree that these signature pages, together with Parts I- IV constitute the entire Agreement ("Agreement") between them relating to this Project.

APPROVALS

APPROVED FOR CITY:

**BOARD OF PUBLIC WORKS**

BY: \_\_\_\_\_  
Shan Gunawardena, Chair

BY: \_\_\_\_\_  
Kumar Menon, Member

BY: \_\_\_\_\_  
Mike Avila, Member

ATTEST:

BY: \_\_\_\_\_  
Michelle Fulk-Vondran, Clerk

APPROVED FOR FIRM: VS ENGINEERING, INC.

BY: \_\_\_\_\_

PRINTED NAME \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

**PART I**  
**FIRMS RESPONSIBILITIES**

**A. GENERAL RESPONSIBILITIES**

FIRM Shall:

1. Certify and warrant that it has the capacity to perform the services required by CITY with high professional quality, ability and expertise and further certify and warrant that it has the capacity and authority to enter into this Agreement.
2. Perform Resident Project Representative (RPR) and inspection services during the construction of Water Pollution Control and Water Filtration Facility projects along with sanitary sewers, water mains, and stormwater facilities in assigned projects, and perform onsite evaluation and observation services for lateral connections to CITY's infrastructure systems to determine whether said infrastructure/connections are constructed in substantial conformance with plans and specifications approved by Fort Wayne City Utilities Development Services or Engineering Department, City Utilities Design Standards Manual, and Chapters 51, 52 and 53 of the City Code of Fort Wayne, Indiana, as set forth in Service by Firm section included herein.
3. Maintain appropriate records and forms, as instructed by CITY and submit all records and forms to CITY as set forth in Services by Firm section.

**B. SERVICES BY FIRM:**

Services to be provided for the project are as follows:

1. FIRM shall have a designated person as a point of contact for RPR services oversight.
2. FIRM shall provide professional RPR, inspection, observation and testing services during the construction of facilities on assigned projects.
3. FIRM shall provide Inspection personnel as required for a period of time necessary to complete the construction project and prepare a final construction report.
  - a. The qualifications and experiences of personnel provided by FIRM are subject to approval by CITY. No personnel shall be assigned to the project until such approval is obtained.
  - b. The Inspector shall take directions from and report to CITY'S assigned Contract Manager (CM) on all matters concerning contract compliance and administration.
  - c. The Inspector shall coordinate project activities with CITY'S assigned Contract Manager.
4. FIRM shall also do the following:
  - a. FIRMS will be expected to fully utilize the Program Management Information System (PMIS), a web based system that will allow for FIRMS to submit inspection reports, photographs, and other various forms of project documentation electronically to City Utilities Engineering. When functionality becomes available, FIRMS shall submit invoices through PMIS.
  - b. FIRM will be expected to fully utilize AssetHound, a Mobile App to document daily construction activities (daily report), photos, and test reporting for uploading to PMIS.

- c. Serve as CITY'S Liaison with the Developer / Contractor, working principally through the Developer / Contractor's field superintendent or such other person in authority as designated by the Developer / Contractor. Acting in liaison capacity, the Inspector shall be thoroughly familiar with the plans and specifications applicable to the project and observe the construction for compliance with respect to all provisions therein.
- d. Review the NPDES Stormwater permit / plans and conduct on-site observations as a basis for determining that the project is proceeding in substantial conformance with the approved permit / plan requirements. Any deviation observed shall be reported in writing promptly to CITY by the Inspector.
- e. Review the construction schedule prepared by the Developer / Contractor and assist CITY in making sure schedule is being held to meet project milestones (ex. Substantial & Final Completion).
- f. Cooperate with CITY in dealing with the various local agencies having jurisdiction over the project.
- g. Provide observation of Capital, Developer, and ACRSD construction activities performed by the Contractor to ensure work complies with the contract documents and related project permits.
  - 1. Daily logs – to be loaded into AssetHound for both Developer and Capital projects each day of active construction
  - 2. Photos for construction progress (taken daily of relevant work activities) as well as for any potential claim situations- to be loaded into AssetHound each day of active construction
  - 3. Record on project drawings all field changes and daily production information
  - 4. Keep quantity records and accurate materials stored on site records for submittal to Contract Manager for progress payment reviews
  - 5. Keep detailed records on time and materials for work authorized as reimbursable
  - 6. Obtain and review all applicable easements required for successful completion of project and verify contractors are complying with and fulfilling the requirements outlined in easement documents.
  - 7. Obtain and review all applicable permits required for successful completion of project and verify contractors are complying with and fulfilling the requirements outlined in permits including limits of construction and ensure contractor stays out of restricted areas. Copies of permits are uploaded into the PMIS digital library by Contract Manager.
  - 8. Obtain and review traffic control plans and verify that all required traffic control devices are in place on a daily basis. Travel detour routes to verify appropriate signage is in place and other construction activities are not impeding traffic.
  - 9. Review compaction testing specifications (if applicable) and verify that compaction testing is being completed per specifications. Upload compaction test results into PMIS on a weekly basis.
- i. Inspect, at a minimum, the following:
  - 1. Bedding and backfill of stormwater and sanitary sewers and related structures
  - 2. Bedding, backfill and restraint of water mains, elbows, hydrants, valves, auxiliary valves, blow-offs, services and related appurtenances.
  - 3. Installation of manholes, lift stations and/or force mains
  - 4. Subgrade for horizontal and vertical alignment and compaction
  - 5. Rough and final grading of swales, ditches, and detention/retention facilities
  - 6. Testing of construction materials by private testing company may be called for on any of the above phases as required by the City Utilities Engineering Department or as requested by CITY.
  - 7. On-site verification of all required testing and as-built survey information.

8. Verification of invert elevations at each manhole during construction of sanitary and storm sewer main trunk lines to ensure design elevations (and associated design capacity) is being maintained.
  9. Electrical/mechanical, concrete, and/or structural infrastructure on Facility projects.
- h. Perform onsite evaluation and observation services for connections to City Utilities' infrastructure systems ("Service Connection").
- i. Inspect, at a minimum, the following
    1. Pipe bedding
    2. Pipe slope
    3. Pipe material, fittings, gaskets, boots, etc.
    4. Installation of cleanouts
    5. Connection of Service Connection at the building or to the existing building service line
    6. Non-wastewater water or materials do not and cannot flow into or infiltrate sewer pipes
    7. Connections to manholes, inlets, catch basins, or other structures on public infrastructure system are completed in compliance with approved plans, design and construction standards and specifications, and completed in a manner that does not adversely impact any structure.
    8. Drawing showing the location of the Service Connection on the property
  - ii. Upon receipt of CITY's Service Connection Evaluation request, FIRM shall dispatch and complete the on-site evaluation, and report deficiencies, if any, to CITY within (3) hours.
  - iii. Deliver completed tap record sheets (hard copy) to CITY by noon of the business day following completion of each evaluation.
- i. Furnish all equipment necessary to sample and test materials and/or provide on-site independent assurance testing of materials in accordance with standards and specifications of the Fort Wayne procedures and in accordance with current accepted practices, ordinances, and the most recent standards and specifications of the Division of Utilities, City Utilities Engineering Department as approved and adopted by the Board of Public Works.
- j. Verify that required testing has been accomplished and results of the testing are satisfactory
- k. Notify the Developer / Contractor and CITY in writing of any substandard work
- l. Consider and evaluate the Developer / Contractor's suggestions for modifications in drawings and/or specifications and report them with recommendations to CITY'S assigned Contract Manager.
- m. Representative of the firm shall notify CITY of any additional work requested by the CONTRACTOR beyond the original approved design prior to the work occurring. Representatives are not empowered to make changes to projects; all changes must be approved by CITY staff.
- n. On the PMIS Inspectors Daily Report, record hours on the job site (both inspector & contractor(s)), weather conditions, field superintendent/foreman's name, crew size, list of visiting officials, decisions, details of interactions and communication with the public or property owners/renters, safety observations, general observations, and specific observations with regard to test procedures and results of testing – to be loaded into PMIS daily.
- o. Take notes during and provide meeting minutes of all construction related meetings.

- p. Assist City CM with management of contractor's request for interpretation (RFI's) on clarification and interpretations, field orders, change orders, allowance authorizations, and work change directives.
- q. Assist the City CM in reviewing the Contractor's monthly pay quantities and application
- r. Assist City CM in preparing and coordinating change management documents, issuing defective work notices, performing final inspection and reviewing final punch lists from Contractor.
- s. Assist City CM to coordinate any necessary vendor installation certifications as well as startup and training activities
- t. Assist City CM with final project closeout documentation and help ensure that compliance efforts are completed so that project can be accepted by CU and the Board of Public Works and final payment be made to Contractor.
- u. Provide timely invoices to CITY.
- v. Provide a scanned copy of Inspector marked up as-built drawings at substantial completion of the project. If unable to provide a scanned copy, furnish marked up as-built drawings to Contract Manager for City to scan. Scanned drawings to be uploaded into PMIS digital library by Contract Manager.
- w. Deliver the final project records to the Construction Manager and upload tap, valve, and hydrant cards on Water projects to PMIS within ten (10) calendar days after satisfactory completion of the project.
- x. Incident Reporting – Should an accident occur on the project, notify Contract Manager immediately, then document with photos and prepare a report of the incident including but not limited to: What happened, all parties on site when accident occurred, what parties responded to provide assistance to the accident involved parties (if police, name of officer or number on squad car), what inspector personally witnessed, what may have occurred that inspector did not witness. Photos and report to be submitted to City Manager of Engineering by noon the day following the incident.
- y. Assist City Manager at Facility projects to inspect areas within confined space areas. Inspector shall be confined space certified and may be required to enter facilities as a part of a construction firms confined space entry team.
- z. Upon request by the City, if GPS coordinates are not secured by Contractor, Design Engineering firm, or Survey, Inspector shall gather GPS information utilizing GPS equipment with sub-meter (sub-foot desired) accuracy. At a minimum, coordinates must be recorded for Hydrants, valves, curb stops, corporation stops, directional change fittings, connection fittings, manholes, clean-outs, sewer taps, and other appurtenances as agreed upon at project assignment. Deliverable format shall be confirmed with the CITY at project assignment.
- aa. Notify CM and document in daily report when utilities other than the ones being installed as part of the project are encountered and are in interference with proposed infrastructure or damaged by the contractor.
- bb. Work with the public to resolve any complaints that are the result of construction activities. If complaint cannot be immediately resolved by disclosing to the contractor, notify the CM for assistance, guidance, and follow-up.

### C. KEY PERSONNEL

FIRM shall provide a resume for all key personal that may be assigned to a project so that experience can be determined and appropriate compensation rate established.

FIRM'S key personal will be assigned on a project basis and as mutually agreed to by FIRM and CITY prior to the commencement of any work in accordance with this Agreement. On all projects, but specifically on Capital projects the City believes that continuity of RPR services is important to maintain quality and accountability. Upon assignment of a project to a FIRM and the FIRM'S proposed staff person(s) are confirmed, CU desires the staff person(s) be assigned to the project until completion. To accommodate the difficulties of FIRMS complying with this requirement under this on-call type arrangement, CU will allow (unless otherwise agreed upon during project assignment discussions) for the key staff person(s) to be substituted by other pre-approved staff person(s) a maximum of one incident or day per week.

City Utilities will also consider allowing RPR's with less experience than required (requirements noted above) for substitution on projects. These exceptions will need to be pre-approved on project by project basis.

### D. SCHEDULE

Services under this contract are to be completed from date of NTP until **July 31, 2021**. This contract can be extended by amendment and approval of CITY and FIRM.

1. FIRM shall commence its services on assigned PROJECT upon notification by CITY.
2. FIRM shall attend a pre-construction meeting with the DEVELOPER/CONTRACTOR before commencement of construction.
3. Firm shall attend progress meetings during construction as requested.
4. Firm's Inspector shall attend a post-construction meeting with City and others to provide feedback on the execution of the project.

## **PART II**

### **CITY'S RESPONSIBILITIES**

CITY, at its expense, shall provide the following in a timely manner so as not to delay the Services.

#### **A. INFORMATION AND REQUIREMENTS**

1. Provide all criteria and full information as to CITY'S requirements for the Project, including without limitation, design objectives and constraints capacity and performance requirements, flexibility, the project scope, the comprehensive engineering report, the general and special provisions of the construction agreement/contract and any budgetary limitations; and furnish copies or notify FIRM of all design and construction standards which CITY will require to be included in the required reports and all other items as described in PART 1.
2. CITY shall provide a CITY Representative with decision-making authority on all inquiries.
3. CITY shall supply FIRM with One (1) set of approved Sub-Division or Commercial Plans at least 2 business days prior to work.
4. CITY shall supply FIRM with One (1) set of approved Bid Documents (Plans & Specifications) at least 5 business days prior to a pre-construction meeting.

#### **B. REPRESENTATIVE:**

Designate representative for the project who shall have authority to transmit instructions, receive information, interpret and define CITY'S policies and make decisions with respect to the services.

Various Contract Managers representing City Utilities will be responsible for coordinating activities with specific FIRM representatives.

## PART III

### COMPENSATION, BILLING, PAYMENT AND SCHEDULE

#### A. COMPENSATION

##### FIRM'S COMPENSATION FOR SERVICES

1. For those services performed by FIRM, FIRM will be paid by CITY on the basis of actual hours of work performed by FIRM'S Inspector on this Agreement at the hourly rate listed below. This rate is inclusive of any clerical, project set-up or final project review by office personnel, and/or administrative/management cost by FIRM.
2. FIRM shall not include time spent commuting from office or home to and/or from a project site when computing hours worked on payment claims as outlined in Part 1. Costs for commuting between multiple projects will be compensated for in the following manner: Travel time between project A and B shall be charged to project B. Return travel time from project B to project A shall be charged to project A.
3. For those testing services performed by other than FIRM at the request of the CITY, FIRM shall be reimbursed by CITY for the actual invoice for the services performed by other than FIRM, provided that each such invoice shall be subject to approval as reasonable by CITY prior to any reimbursement therefore.

##### **PRIVATE/DEVELOPER PROJECTS**

City Private Developer projects are inspected approximately four hours per day during construction activities. Staff with relevant inspection experience in construction of sanitary/stormwater collection systems and water distribution systems is required.

1. FIRM shall be compensated at a rate of **fifty-eight dollars (\$58.00) per hour** per Inspector per DEVELOPER/CONTRACTOR'S project for the inspection services performed under this Agreement, inclusive of any clerical and/or administrative/management cost by FIRM. This rate will be paid for the employees of the FIRM whose resumes have been approved by the City for Private / Developer activities.
  - If requested by CITY, CITY shall compensate FIRM at above specified hourly rate for time spent attending the preconstruction conference, making visual on-site inspections after construction is complete, and evaluating the design or the construction as may be required.

##### **SERVICE LATERAL CONNECTIONS**

Service Lateral Connections are typically installed by private contractors and are inspected on a per connection basis. Staff with relevant inspection experience in construction of sanitary/stormwater collection systems and water distribution systems is required.

1. FIRM shall be compensated at a rate of **fifty-eight dollars (\$58.00) per requested service connection evaluation** for the inspection services performed under this Agreement, inclusive of any clerical and/or administrative/management cost by FIRM. This rate will be paid for the employees of the FIRM whose resumes have been approved by the City for Service Lateral Connection Evaluation activities.

## **ALLEN COUNTY REGIONAL SEWER DISTRICT PROJECTS**

ACRSD projects are typically inspected approximately four to eight hours per day depending on phase of construction. Staff with relevant inspection experience in construction of sanitary/stormwater collection systems and water distribution systems is required.

1. FIRM shall be compensated at a rate of **sixty dollars (\$60.00) per hour** per Inspector per ACRSD project for the inspection services performed under this Agreement, inclusive of any clerical and/or administrative/management cost by FIRM. This rate will be paid for the employees of the FIRM whose resumes have been approved by the City for ACRSD activities. FIRM's employees will typically have less than five years of experience. Inspectors that have less than five years of experience but have exhibited competent knowledge for the project assignment may be waived to a higher pay level upon approval by the City.
  - If requested by CITY, CITY shall compensate FIRM at above specified hourly rate for time spent attending the preconstruction conference, making visual on-site inspections after construction is complete, and evaluating the design or the construction as may be required.

## **CAPITAL PROJECTS**

City Capital projects are typically inspected approximately four to eight hours per day depending on phase of construction. Staff with relevant inspection experience in construction of sanitary/stormwater collection systems and water distribution systems is required. Experience with trenchless construction methods/technologies is also expected (CIPP lining, HDD, etc.) for certain projects.

1. FIRM shall be compensated at a rate of **sixty-five dollars (\$65.00) per hour** per Inspector per CAPITAL project for the inspection services performed under this Agreement, inclusive of any clerical and/or administrative/management cost by FIRM. This rate will be paid for the employees of the FIRM whose resumes have been approved by the City for Capital Project activities. FIRM's employees will typically have less than five years of experience. Inspectors that have less than five years of experience but have exhibited competent knowledge for the project assignment may be waived to the higher pay level upon approval by the City.
  - If requested by CITY, CITY shall compensate FIRM at above specified hourly rate for time spent attending the preconstruction conference, making visual on-site inspections after construction is complete, and evaluating the design or the construction as may be required.
2. FIRM shall be compensated at a rate of **seventy-five dollars (\$75.00) per hour** per Inspector per CAPITAL project for the inspection services performed under this Agreement, inclusive of any clerical and/or administrative/management cost by FIRM. This rate will be paid for the employees of the FIRM that have a minimum of five years of experience for larger projects or projects with more complex work- such as projects with electrical/mechanical facilities such as lift stations. Inspectors that have less than five years of experience but have exhibited competent knowledge for the project assignment may be waived to this higher pay level upon approval by the City.
  - If requested by CITY, CITY shall compensate FIRM at above specified hourly rate for time spent attending the preconstruction conference, making visual on-site inspections after construction is complete, and evaluating the design or the construction as may be required.

## **WATER POLLUTION CONTROL AND WATER FILTRATION PLANT PROJECTS**

City Plant projects are typically inspected approximately eight hours per day depending on phase of construction. Staff with relevant inspection experience in construction of Facility projects is required.

1. FIRM shall be compensated at a rate of **one hundred dollars (\$100.00) per hour** per Inspector per WATER POLLUTION CONTROL PLANT AND WATER FILTRATION PLANT project for the inspection services performed under this Agreement, inclusive of any clerical and/or administrative/management cost by FIRM. This rate will be paid for the employees of the FIRM that have a minimum of ten years of experience for larger projects or projects with more complex work- such as projects with electrical/mechanical facilities such as lift stations. Inspectors that have less than ten years of experience but have exhibited competent knowledge for the project assignment may be waived to this higher pay level upon approval by the City. Staff with experience in electrical/mechanical, concrete, and/or structural disciplines typically will be required on facility projects.

#### **PMIS TECHNICAL SUPPORT SERVICES**

Purpose of this Service is to provide Technical Support with PMIS for the CITY.

1. FIRM shall be compensated at a rate of **Eighty Five dollars (\$85.00) per hour** per Individual for providing as-needed assistance with PMIS, system enhancements, training, and general technical support as directed. Additional services may be included if directed.
2. Services provided under this category shall require prior approval from the Deputy Director of Engineering or Manager of Engineering.

#### **SPECIAL PROJECT SUPPORT SERVICES**

Purpose of this Service is to provide support to City Utilities staff with implementation of special projects as assigned.

1. FIRM shall be compensated at a rate of **seventy-five dollars (\$75.00) per hour** per Individual for providing as-needed assistance with project support including data gathering, customer outreach, and customer follow-up of City programs and services as directed. Additional services may be included if directed.
2. Services provided under this category shall require prior approval from the Deputy Director of Engineering or Manager of Engineering.

### **B. BILLING AND PAYMENT**

#### METHOD OF PAYMENT

FIRM shall submit a properly itemized invoice to CITY on a monthly basis. CITY shall pay FIRM within forty five (45) days after receipt of such properly itemized claim forms, unless claim is objected to in writing, in which case claim shall be paid within 15 days of resolution. All required items must be uploaded into PMIS prior to Invoice approval. Some deliverables for Service Lateral Connection inspection may need to be scanned and emailed or hard copies delivered to appropriate CITY personnel.

**PART IV  
STANDARD TERMS AND CONDITIONS**

1. **STANDARD OF CARE.** Services shall be performed in accordance with the standard of professional practice ordinarily exercised by the applicable profession at the time and within the locality where the services are performed. No warranty or guarantee, express or implied, are provided, including warranties or guarantees contained in any uniform commercial code.

2. **CHANGE OF SCOPE.** The scope of Services set forth in this Agreement is based on facts known at the time of execution of this Agreement, including, if applicable, information supplied by ENGINEER and CITY. ENGINEER will promptly notify CITY of any perceived changes of scope in writing and the parties shall negotiate modifications to this Agreement.

3. **SAFETY.** ENGINEER shall establish and maintain programs and procedures for the safety of its employees. ENGINEER specifically disclaims any authority or responsibility for general job site safety and safety of persons other than ENGINEER employees.

4. **DELAYS.** If events beyond the control of ENGINEER, including, but not limited to, fire, flood, explosion, riot, strike, war, process shutdown, act of God or the public enemy, and act or regulation of any government agency, result in delay to any schedule established in this Agreement, such schedule shall be extended for a period equal to the delay. In the event such delay exceeds 90 days, ENGINEER will be entitled to an equitable adjustment in compensation.

5. **TERMINATION/SUSPENSION.** Either party may terminate this Agreement upon 30 days written notice to the other party in the event of substantial failure by the other party to perform in accordance with its obligations under this Agreement through no fault of the terminating party. CITY shall pay ENGINEER for all Services, including profit relating thereto, rendered prior to termination, plus any expenses of termination.

ENGINEER or CITY, for purposes of convenience, may at any time by written notice terminate the services under this Agreement. In the event of such termination, ENGINEER shall be paid for all authorized services rendered prior to termination including reasonable profit and expenses relating thereto.

6. **REFUSE OF PROJECT DELIVERABLES.** Reuse of any documents or other deliverables, including electronic media, pertaining to the Project by CITY for any purpose other than that for which such documents or deliverables were originally prepared, or alteration of such documents or deliverables without written verification or adaptation by ENGINEER for the specific purpose intended, shall be at CITY's sole risk.

7. **OPINIONS OF CONSTRUCTION COST.** Any opinion of construction costs prepared by ENGINEER is supplied for the general guidance of the CITY only. Since ENGINEER has no control over competitive bidding or market conditions, ENGINEER cannot guarantee the accuracy of such opinions as compared to contract bids or actual costs to CITY.

8. **RELATIONSHIP WITH CONTRACTORS.** ENGINEER shall serve as CITY's professional representative for the Services, and may make recommendations to CITY concerning actions relating to CITY's contractors, but ENGINEER specifically disclaims any authority to direct or supervise the means, methods, techniques, sequences or procedures of construction selected by CITY's contractors.

9. **MODIFICATION.** This Agreement, upon execution by both parties hereto, can be modified only by a written instrument signed by both parties.

10. **PROPRIETARY INFORMATION.** Information relating to the Project, unless in the public domain, shall be kept confidential by ENGINEER and shall not be made available to third parties without written consent of CITY.

11. **INSURANCE.** ENGINEER shall maintain in full force and effect during the performance of the Services the following insurance coverage; provided, however, that if a High Risk Insurance Attachment is attached hereto, the requirements of the High Risk Insurance Attachment shall be substituted in lieu of the following requirements;

a) Worker's Compensation per statutory requirements

b) General Liability \$1,000,000 minimum per occurrence/ \$1,000,000 aggregate (if the value of the projects exceeds \$10,000,000 then this shall be \$5,000,000 aggregate).

c) Automobile Liability \$1,000,000 per occurrence

d) Products Liability \$1,000,000 per occurrence

e) Completed Operations Liability \$1,000,000 minimum per occurrence

The Certificate of Insurance must show the City of Fort Wayne, its Divisions and Subsidiaries as an Additional Insured and a Certificate Holder, with 30 days notification of cancellation or non-renewal. All Certificates of Insurance should be sent to the following address:

City of Fort Wayne Purchasing Department  
200 East Berry St., Suite #480  
Fort Wayne, IN 46802

12. **INDEMNITIES.** To the fullest extent permitted by law, ENGINEER shall indemnify and save harmless the City from and against loss, liability, and damages sustained by CITY, its agents, employees, and representatives by reason of injury or death to persons or damage to tangible property to the extent caused directly by the negligent errors or omissions of ENGINEER, its agents or employees.

To the fullest extent permitted by law, City shall indemnify and save harmless, Engineer from and against loss, liability, and damages sustained by Engineer, its agents, employees, and representatives by any reason of injury or death to persons or damage to tangible property to the proportionate extent caused by the negligence of City, its agents or employees.

13. **LIMITATIONS OF LIABILITY.** Each party's liability to the other for any loss, cost, claim, liability, damage, or expense (including attorneys' fees) relating to or arising out of any negligent act or omission in its performance of obligations arising out of this Agreement, shall be limited to the amount of direct damage actually incurred. Absent gross negligence or knowing and willful misconduct which causes a loss, neither party shall be liable to the other for any indirect, special or consequential damage of any kind whatsoever.

14. **ASSIGNMENT.** The rights and obligations of this Agreement cannot be assigned by either party without written permission of the other party. This Agreement shall be binding upon and insure to the benefit of any permitted assigns.

15. **ACCESS.** CITY shall provide ENGINEER safe access to any premises necessary for ENGINEER to provide the Services.

16. **PREVAILING PARTY LITIGATION COSTS.** In the event any actions are brought to enforce this Agreement, the prevailing party shall be entitled to collect its litigation costs from the other party.

17. **NO WAIVER.** No waiver by either party of any default by the other party in the performance of any particular section of this Agreement shall invalidate another section of this Agreement or operate as a waiver of any future default, whether like or different in character.

18. **SEVERABILITY.** The various term, provisions and covenants herein contained shall be deemed to be separate and severable, and the invalidity or unenforceability of any of them shall not affect or impair the validity or enforceability of the remainder.

19. **AUTHORITY.** The persons signing this Agreement warrant that they have the authority to sign as, or on behalf of, the part for whom they are signing.

20. **STATUTE OF LIMITATION.** To the fullest extent permitted by law, parties agree that, except for claims for indemnification, the time period for bringing claims regarding Engineer's performance under this Agreement shall expire one year after Project Completion.

**BILL NO. S-19-07-03**

**REPORT OF COMMITTEE ON CITY UTILITIES**

**July 16, 2019**

**Geoff Paddock Chair**

**Thomas Didier Co-Chair**

**All Council Members**

An Ordinance certifying and approving the need for the services of a consultant to provide professional On-Call Resident Project Representative/Inspection Services – August 1, 2019 – July 31, 2021 to the Division of City Utilities through its Board of Public Works

*The amount to be paid to said consultants on an annual basis will be in excess of \$100,000.00*


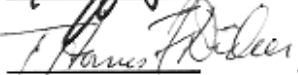









**COMMITTEE ON CITY UTILITIES HAVE HAD SAID Ordinance under consideration and beg leave to report back to the Common Council that said Ordinance**

DO PASS

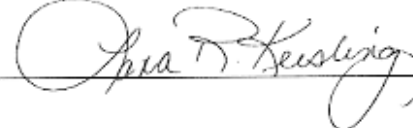
DO NOT PASS

ABSTAIN

NO REC

	_____	_____	_____
	_____	_____	_____
		_____	_____
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**LANA R. KEESLING  
CITY CLERK**



Public Hearing Date: N/A

Read the first time in full and on motion by Councilman Paddock.

Read the second time by title and referred to the City Utilities Committee.


Read the third time in full and on motion by Councilman Paddock, placed on passage by the following vote:

<u>TOTAL VOTES</u>	<u>AYES</u>	<u>NAYS</u>	<u>ABSTAINED</u>	<u>ABSENT</u>
ARP	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BARRANDA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CRAWFORD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DIDIER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
ENSLEY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
FREISTROFFER	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HINES	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
JEHL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
PADDOCK	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

DATED: July 23, 2019

  
 \_\_\_\_\_  
 STACY A. REED, DEPUTY CITY CLERK

Passed and adopted by the Common Council of the City of Fort Wayne, Indiana, as Special Ordinance No. S-19-07-03 on the 23rd day of July, 2019

  
 \_\_\_\_\_  
 STACY A. REED  
 DEPUTY CITY CLERK

  
 \_\_\_\_\_  
 PRESIDING OFFICER

Presented by me to the Mayor of the City of Fort Wayne, Indiana, on the 24th of July, 2019, at the hour of 10:00 o'clock A.M. E.S.T.

FORT WAYNE, INDIANA  
**RECEIVED**  
 JUL 25 2019  
 LANA R. KEESLING  
 CITY CLERK

  
 \_\_\_\_\_  
 STACY A. REED, DEPUTY CITY CLERK

Approved and signed by me this 24<sup>TH</sup> day of JULY, 2019, at the hour of 2:00 o'clock PM E.S.T.

  
 \_\_\_\_\_  
 THOMAS C. HENRY, MAYOR