

1 **BILL NO. S-25-07-03**

2 SPECIAL ORDINANCE NO. S-90-25

3  
4 **AN ORDINANCE** approving PROFESSIONAL  
5 SERVICES AGREEMENT – CITY UTILITIES ON  
6 CALL CONSTRUCTION MANAGEMENT / RESIDENT  
7 PROJECT REPRESENTATIVE / INSPECTION  
8 SERVICES (funded by the Water, Sewer, and Storm  
9 Utilities Revenue) between GAI CONSULTANTS, DLZ  
OF INDIANA, A&Z ENGINEERING, JACOBS  
ENGINEERING, AMERICAN STRUCTUREPOINT,  
INC. and the City of Fort Wayne, Indiana, by and  
through its Board of Public Works.

10  
11 **NOW, THEREFORE, BE IT ORDAINED BY THE COMMON**  
12 **COUNCIL OF THE CITY OF FORT WAYNE, INDIANA:**

13 **SECTION 1.** That the PROFESSIONAL SERVICES AGREEMENT  
14 – CITY UTILITIES ON CALL CONSTRUCTION MANAGEMENT / RESIDENT  
15 PROJECT REPRESENTATIVE / INSPECTION SERVICES (funded by the Water,  
16 Sewer, and Storm Utilities Revenue) between GAI CONSULTANTS, DLZ OF  
17 INDIANA, A&Z ENGINEERING, JACOBS ENGINEERING, AMERICAN  
18 STRUCTUREPOINT, INC. and the City of Fort Wayne, Indiana, by and through its  
19 Board of Public Works, is hereby ratified, and affirmed and approved in all  
20 respects, respectfully for:

21  
22 CITY UTILITIES ON CALL CONSTRUCTION MANAGEMENT /  
23 RESIDENT PROJECT REPRESENTATIVE / INSPECTION  
24 SERVICES;

25 involving a cost to exceed ONE HUNDRED THOUSAND 00/100 DOLLARS -  
26 (\$100,000.00) for the year. A copy of said Contract is on file with the Office of the  
27 City Clerk and made available for public inspection, according to law.  
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29  
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**PROFESSIONAL SERVICES AGREEMENT**

**City Utilities**

**Construction Management / 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"):**

Who agree as follows:

CITY hereby engages FIRM to perform the services set forth in Part 1-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: \_\_\_\_\_  
Chris Guerrero, Member

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

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

**APPROVED FOR FIRM:**

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 Construction Management, 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 on assigned projects and other project scopes as developed along with 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 Construction Management, RPR, inspection, observation, and testing services during the construction of facilities on assigned projects
3. FIRM shall provide 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 Construction Contract Manager (CCM) on all matters concerning contract compliance and administration.
  - c. The Construction Contract Manager and 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 forms of project documentation including final inspection records and documents that shall be submitted electronically via the Engineering Submittal module. When functionality becomes available, FIRMS shall submit invoices through PMIS.

- b. FIRM will be expected to fully utilize AssetHound or Daily Reports 2.0 within Portfolio Insights, Mobile Apps 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 a 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 the 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 construction activities performed by the Contractor to ensure work complies with the contract documents and related project permits.
  1. **Provides oversight of projects and contractor activities, monitoring and documenting daily construction progress making certain adherence to contract conditions and specifications. Maintains proactive mindset communicating with Construction Contract Manger on contractor schedule and future work planned to prevent future issues or concerns.**
  2. Daily logs to be loaded into AssetHound/Daily Reports 2.0 within Portfolio Insights for both Developer and Capital projects each day of active construction.
  3. Photos for construction progress (taken daily of relevant work activities) as well as for any potential claim situations- to be loaded into AssetHound/Daily Reports 2.0 within Portfolio Insights each day of active construction. Photos should give a perspective view and zoomed-in view of the issue, recommendation of at least 3 photos daily.
  4. Record on project drawings all field changes from construction CTC drawings and daily production information.
  5. Keep quantity records and accurate materials stored on-site records for submittal to Construction Contract Manager for progress payment reviews.
  6. Keep detailed records on time and materials for work authorized as reimbursable.
  7. 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.
  8. 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 Construction Contract Manager.
  9. 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. Monitor permits to insure they are current.

10. Review compaction testing specifications (if applicable) and document that compaction testing is being completed per specifications.
  - 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 rim and invert elevations at each manhole, inlet and structure during construction of sanitary and storm sewer lines to ensure design elevations (and associated design capacity) is being maintained
    9. Electrical/mechanical, concrete, and/or structural infrastructure on Facility projects
    10. Lead service documentation
      - a. Accompany Contractors onto private property, including inside, when requested.
      - b. Provide before and after pictures of work both inside and outside the property and upload to PMIS.
      - c. Get access and training for the City Utilities' water service line replacement ESRI web app.
      - d. Document new materials after replacement and the previous material within the City Utilities' water service line replacement ESRI web app.
      - e. Document date of replacement for both the property side and city side of water service lines.
      - f. Inspect water service line replacements and recommend if the replacement should be approved or needs to be reviewed.
11. Check the appropriate verification box for each daily report when this is available in PMIS. Examples of the two verification boxes are below. The intent is this is a final sign-off verifying that the daily inspection has been completed at the highest standard to conform to the contract, plan, and specifications of the project.
  - a. To the best of my ability, all items have been inspected and documented.
  - b. To the best of my ability, all items have been inspected and issues documented and the City has been informed.

12. When meeting with Contractor to pick up City owned materials, submit to City material pick-up checklist/verification form and document/save a copy in PMIS.
- h. Perform onsite evaluation and observation services for connections to City Utilities' infrastructure systems ("Service Connection").
    1. Inspect, at a minimum, the following
      - i. Pipe bedding
      - ii. Pipe slope
      - iii. Pipe material, fittings, gaskets, boots, etc.
      - iv. Installation of cleanouts
      - v. Connection of Service Connection at the building or to the existing building service line
      - vi. Non-wastewater water or materials do not and cannot flow into or infiltrate sewer pipes
      - vii. 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.
      - viii. Drawing showing the location of the Service Connection on the property
    2. 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.
    3. 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 Construction 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 Asset Hound/Daily Reports 2.0 within Portfolio Insights complete all relevant tabs; Contractor Information, Inspector Information, Weather, Equipment, Field Force, Visitors, Materials, and Documents (pictures), etc., to record hours on the job site (both inspector & contractor(s)), weather conditions, field superintendent/foreman's name, crew size, list of visiting officials. The Summary of Work section should include, Work Performed Today, Work Planned, Action items (significant milestones), Issues, Visitors' Concerns/Questions, Pay Items, and Incidental Items and include

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 uploaded into PMIS daily.

- o. Take notes during and provide meeting minutes of all field and office construction-related meetings.
- p. Assist City CCM with management of contractor's request for interpretation (RFI's) on clarification and interpretations, field orders, change proposals, change orders, allowance authorizations, and work change directives.
- q. Assist the City CCM in reviewing the Contractor's monthly pay quantities and application and verify conformance with the measurement and payment specifications.
- r. Assist City CCM in preparing and coordinating change management documents, issuing defective work notices, performing final inspection and reviewing final punch lists from Contractor.
- s. Assist City CCM to coordinate any necessary vendor installation certifications as well as startup and training activities.
- t. Assist City CCM with final project closeout documentation and help ensure that compliance efforts are completed so that project can be accepted by the CITY and the Board of Public Works and final payment be made to Contractor.
- u. Provide timely invoices to CITY on a Monthly basis. All daily reporting must be completed in PMIS prior to submission of invoices to the CITY.
- v. Deliver the final project record documents to the Construction Contract Manager within ten (10) calendar days after satisfactory completion of the project. Via PMIS Engineering Submittals.
- w. Incident Reporting – Should an accident occur on the project, **notify Construction 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 - Construction by noon the day following the incident.
- x. 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.
- y. Inspector shall gather GPS information utilizing GPS equipment with at least sub-foot accuracy (Centimeter accuracy is preferred). Inspector shall utilize CITY-provided ESRI apps and web maps to collect, QA/QC and verify GPS information for all newly constructed and newly-found CU assets. Inspector shall obtain training and standard operating procedures (SOPs) for ESRI apps and web maps from CITY. At a minimum, GPS coordinates must be collected 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.
- z. Notify CCM 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.

- aa. 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 CCM for assistance, guidance, and follow-up.

### **C. KEY PERSONNEL**

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

FIRM'S key personnel 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, 2025**. 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 and provide meeting minutes.
3. Firm shall attend progress meetings during construction as requested.
4. Firm's Inspector maybe requested to 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 Construction Contract and Program 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
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 **Seventy-Five Dollars (\$75.00) 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.
  - a. 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 **Seventy-Five Dollars (\$75.00) 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.

**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 **Seventy-Nine Dollars (\$79.00) 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.
  - a. 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 **Eighty-Nine Dollars (\$89.00) 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.
  - a. 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.

#### **FACILITY / PLANT PROJECTS**

City Plant projects are typically staffed approximately four to 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 Twenty-One Dollars (\$121.00) per hour** per Inspector per FACILITY / 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.
2. FIRM shall be compensated at a rate of **One Hundred Forty-One Dollars (\$141.00) per hour** per Construction Manager per FACILITY / PLANT project for the Construction Management 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. Construction Managers 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. General CM support services shall include:

- a. Oversight of Contract and day-to-day Contractor activities
- b. Daily reporting and coordination of Work with CU engineering and operations staff
- c. Change order management and negotiation, coordination of RFI requests
- d. Evaluation and recommendation of monthly payment applications
- e. Change management activities
- f. Coordination of construction activities with Plant Operations
- g. Coordination of startup, training, and project commissioning services
- h. Use of PMIS for project controls and communication with all parties
- i. Document management

#### **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 **Ninety Dollars (\$90.00) 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.

#### **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 **Eighty-Four Dollars (\$84.00) 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.

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

#### **METHOD OF PAYMENT**

FIRM shall submit a properly itemized invoice to CITY on a monthly basis. To be considered for payment, invoicing must be received no later than 90-days from the end of the month that services were provided, however; invoices for October, November, & December must be received no later than January 15th of the following year. Any invoices submitted after the aforementioned deadlines will be considered late and will not be paid. 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 30 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.

## 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\*

Bodily Injury by Accident	\$500,000 each accident
Bodily Injury by Disease	\$500,000 policy limit
Bodily Injury by Disease	\$500,000 each employee

b) General Liability \$1,000,000 minimum per occurrence/ \$2,000,000 aggregate (if the value of the projects exceeds \$10,000,000 then this shall be \$5,000,000 aggregate).

c) Automobile Liability, including Hired and Non-Owned Auto \$1,000,000 minimum per occurrence

d) Products/Completed Operations Liability \$2,000,000 aggregate

e) Personal & Advertising Liability \$1,000,000 any one person or organization

The Certificate of Insurance must show the City of Fort Wayne, its Divisions and Subsidiaries as an Additional Insured and a Certificate Holder, \* except for Worker's Compensation, 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.

**Interoffice Memo**

Date: June 24, 2025  
To: Common Council Members  
From: Eric Ruppert, Program 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 for several years: GAI Consultants, DLZ of Indiana, A&Z Engineering, Jacobs Engineering and American Structurepoint, Inc. All these firms have a local Fort Wayne office.

The hourly rate for these services will increase slightly for the next two years from the previous 2021 level. The hourly rate for Developer Project Inspection will be \$75.00 per hour and the hourly rate for the Capital Project Inspection will be tiered at \$79.00 and \$89.00 per hour. Facility & Plant projects will be \$121.00 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 \$75.00 per inspection.

In 2023, consultants provided 28,169 hours of service for a total of \$2,443,049 and in 2024 consultants provided 30,630 hours of service for a total of \$2,608,149.

As a result of increased construction activity, it is anticipated that the compensation to these firms will 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 Revenue.

**Council Introduction Date:** July 8, 2025

CC: Matthew Wiltz  
Jill Helfrich

**BILL NO. S-25-07-03**

**REPORT OF COMMITTEE ON CITY UTILITIES**

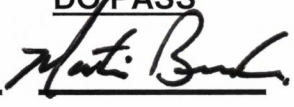
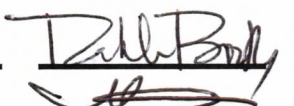
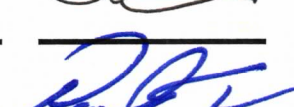
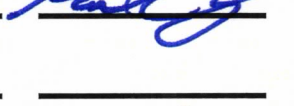


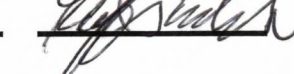
**July 15, 2025**

***Paul Ensley Chair***  
***Scott Myers Co-Chair***  
***All Council Members***

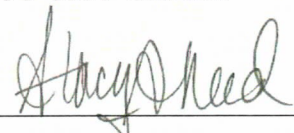
An Ordinance approving Professional Services Agreement – City Utilities On Call Construction Management / Resident Project Representative / Inspection Services (funded by the Water, Sewer, and Storm Utilities Revenue) between GAI Consultants, DLZ of Indiana, A&Z Engineering, Jacobs Engineering, American Structurepoint, Inc. and the City of Fort Wayne, Indiana, by and through its Board of Public Works

*Involving a cost to exceed \$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**

<u>COUNCIL MEMBER</u>	<u>DO PASS</u>	<u>DO NOT PASS</u>	<u>ABSTAIN</u>
<u>BENDER</u>			
<u>BOOKER</u>			
<u>CHAMBERS</u>			
<u>ENSLEY</u>			
<u>FREISTROFFER</u>			
<u>HARTMAN</u>			
<u>JEHL</u>			
<u>MYERS</u>			
<u>PADDOCK</u>			

**STACY REED**  
**DEPUTY CITY CLERK**



Public Hearing Date: N/A

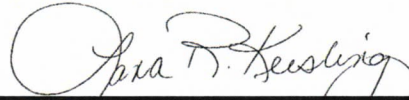
Read the first time in full and on motion by Councilperson Ensley.

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

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

<u>TOTAL VOTES</u>	<u>AYES</u>	<u>NAYS</u>	<u>ABSTAINED</u>	<u>ABSENT</u>
BENDER	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BOOKER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CHAMBERS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input 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"/>
HARTMAN	<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"/>
MYERS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PADDOCK	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

DATED: July 22, 2025

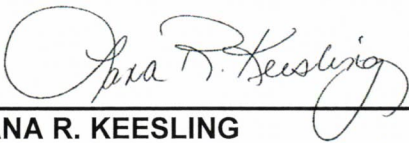


LANA R. KEESLING, CITY CLERK

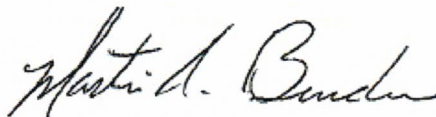
Passed and adopted by the Common Council of the City of Fort Wayne, Indiana, as

Special Ordinance No. S-25-07-03 on the 22nd day of July, 2025

ATTEST:

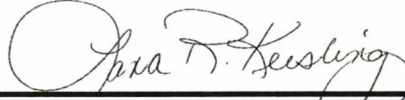


LANA R. KEESLING  
CITY CLERK



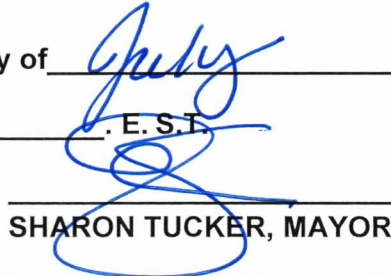
PRESIDING OFFICER

Presented by me to the Mayor of the City of Fort Wayne, Indiana, on the 23rd of July 2025, at the hour of 10:45 o'clock A.M. E.S.T.



LANA R. KEESLING, CITY CLERK

Approved and signed by me this 24th day of July 2025, at the hour of 8:59 o'clock AM E.S.T.



SHARON TUCKER, MAYOR

