

Local Agency A&E Professional Services Negotiated Hourly Rate Consultant Agreement

Agreement Number:

Firm/Organization Legal Name (do not use dba's): BHC Consultants, LLC		
Address 1601 5th Ave Suite 500	Federal Aid Number N/A	
UBI Number 602 774 584	Federal TIN or SSN Number 26-1363237	
Execution Date	Completion Date 12/31/2021	
1099 Form Required <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Federal Participation <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Project Title Wastewater Pump Station 13 Replacement, Project Number 20021809		
Description of Work The City has identified that Wastewater Pump Station No. 13, Force-main and Gravity Sewer System in 176th Ave NE are in need of replacement as a part of the Capital Improvement Program. This project will design a replacement for wastewater pump station 13 with new station capable of pumping 2,000 gallons per minute of wastewater into a new 10 or 12-inch force main that will discharge to the King County wastewater collector. The design and construction work will include replacement of pumps, controls, electrical panel, standby power, valves, piping, addition of safety equipment, and other items identified during design. The new station will be located in an existing easement adjacent to the existing pump station on the Lake Washington Institute of Technology building site that is currently in use by the City of Redmond as the New Community Center.		
<input type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No DBE Participation <input checked="" type="checkbox"/> No MBE Participation <input checked="" type="checkbox"/> No WBE Participation <input checked="" type="checkbox"/> No SBE Participation	Maximum Amount Payable: \$912,000

Index of Exhibits

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THIS AGREEMENT, made and entered into as shown in the “Execution Date” box on page one (1) of this AGREEMENT, between the CITY OF REDMOND, hereinafter called the “AGENCY,” and the “Firm / Organization Name” referenced on page one (1) of this AGREEMENT, hereinafter called the “CONSULTANT.”

WHEREAS, the AGENCY desires to accomplish the work referenced in “Description of Work” on page one (1) of this AGREEMENT and hereafter called the “SERVICES;” and does not have sufficient staff to meet the required commitment and therefore deems it advisable and desirable to engage the assistance of a CONSULTANT to provide the necessary SERVICES; and

WHEREAS, the CONSULTANT represents that they comply with the Washington State Statutes relating to professional registration, if applicable, and has signified a willingness to furnish consulting services to the AGENCY.

NOW, THEREFORE, in consideration of the terms, conditions, covenants, and performance contained herein, or attached and incorporated and made a part hereof, the parties hereto agree as follows:

I. General Description of Work

The work under this AGREEMENT shall consist of the above-described SERVICES as herein defined, and necessary to accomplish the completed work for this project. The CONSULTANT shall furnish all services, labor, and related equipment and, if applicable, sub-consultants and subcontractors necessary to conduct and complete the SERVICES as designated elsewhere in this AGREEMENT.

II. General Scope of Work

The Scope of Work and projected level of effort required for these SERVICES is described in Exhibit “A” attached hereto and by this reference made a part of this AGREEMENT. The General Scope of Work was developed utilizing performance based contracting methodologies.

III. General Requirements

All aspects of coordination of the work of this AGREEMENT with outside agencies, groups, or individuals shall receive advance approval by the AGENCY. Necessary contacts and meetings with agencies, groups, and/or individuals shall be coordinated through the AGENCY. The CONSULTANT shall attend coordination, progress, and presentation meetings with the AGENCY and/or such State, Federal, Community, City, or County officials, groups or individuals as may be requested by the AGENCY. The AGENCY will provide the CONSULTANT sufficient notice prior to meetings requiring CONSULTANT participation. The minimum required hours or days’ notice shall be agreed to between the AGENCY and the CONSULTANT and shown in Exhibit “A.”

The CONSULTANT shall prepare a monthly progress report, in a form approved by the AGENCY, which will outline in written and graphical form the various phases and the order of performance of the SERVICES in sufficient detail so that the progress of the SERVICES can easily be evaluated.

The CONSULTANT, any sub-consultants, and the AGENCY shall comply with all Federal, State, and local laws, rules, codes, regulations, and all AGENCY policies and directives, applicable to the work to be performed under this AGREEMENT. This AGREEMENT shall be interpreted and construed in accordance with the laws of the State of Washington.

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Participation for Disadvantaged Business Enterprises (DBE) or Small Business Enterprises (SBE), if required, per 49 CFR Part 26, shall be shown on the heading of this AGREEMENT. If DBE firms are utilized at the commencement of this AGREEMENT, the amounts authorized to each firm and their certification number will be shown on Exhibit “B” attached hereto and by this reference made part of this AGREEMENT. If the Prime CONSULTANT is a DBE certified firm they must comply with the Commercial Useful Function (CUF) regulation outlined in the AGENCY’s “DBE Program Participation Plan” and perform a minimum of 30% of the total amount of this AGREEMENT. It is recommended, but not required, that non-DBE Prime CONSULTANTS perform a minimum of 30% of the total amount of this AGREEMENT.

The CONSULTANT, on a monthly basis, is required to submit DBE Participation of the amounts paid to all DBE firms invoiced for this AGREEMENT.

All Reports, PS&E materials, and other data furnished to the CONSULTANT by the AGENCY shall be returned. All electronic files, prepared by the CONSULTANT, must meet the requirements as outlined in Exhibit “C – Preparation and Delivery of Electronic Engineering and other Data.”

All designs, drawings, specifications, documents, and other work products, including all electronic files, prepared by the CONSULTANT prior to completion or termination of this AGREEMENT are instruments of service for these SERVICES, and are the property of the AGENCY. Reuse by the AGENCY or by others, acting through or on behalf of the AGENCY of any such instruments of service, not occurring as a part of this SERVICE, shall be without liability or legal exposure to the CONSULTANT.

Any and all notices or requests required under this AGREEMENT shall be made in writing and sent to the other party by (i) certified mail, return receipt requested, or (ii) by email or facsimile, to the address set forth below:

If to AGENCY:

Name: Mike Haley
Agency: City of Redmond
Address: 15670 NE 85th Street, PO Box 97010
City: Redmond State: WA Zip: 98073
Email: mhaley@redmond.gov
Phone: 425.556.2843
Facsimile: 425.556.2727

If to CONSULTANT:

Name: Ron Dorn, P.E.
Agency: BHC Consultants, LLC
Address: 1601 5th Ave Suite 500
City: Seattle State: WA Zip: 98101
Email: Ron.Dorn@bhccconsultants.com
Phone: 206.505.3400
Facsimile: 206.505.3406

IV. Time for Beginning and Completion

The CONSULTANT shall not begin any work under the terms of this AGREEMENT until authorized in writing by the AGENCY. All work under this AGREEMENT shall conform to the criteria agreed upon detailed in the AGREEMENT documents. These SERVICES must be completed by the date shown in the heading of this AGREEMENT titled “Completion Date.”

The established completion time shall not be extended because of any delays attributable to the CONSULTANT, but may be extended by the AGENCY in the event of a delay attributable to the AGENCY, or because of unavoidable delays caused by an act of GOD, governmental actions, or other conditions beyond the control of the CONSULTANT. A prior supplemental AGREEMENT issued by the AGENCY is required to extend the established completion time.

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V. Payment Provisions

The CONSULTANT shall be paid by the AGENCY for completed SERVICES rendered under this AGREEMENT as provided hereinafter. Such payment shall be full compensation for SERVICES performed or SERVICES rendered and for all labor, materials, supplies, equipment, and incidentals necessary to complete SERVICES. The CONSULTANT shall conform to all applicable portions of 48 CFR Part 31 (www.ecfr.gov).

- A. Hourly Rates: Hourly rates are comprised of the following elements - Direct (Raw) Labor, Indirect Cost Rate, and Fixed Fee (Profit). The CONSULTANT shall be paid by the AGENCY for work done, based upon the negotiated hourly rates shown in Exhibits “D” and “E” attached hereto and by reference made part of this AGREEMENT. These negotiated hourly rates will be accepted based on a review of the CONSULTANT’s direct labor rates and indirect cost rate computations and agreed upon fixed fee. The accepted negotiated rates shall be memorialized in a final written acknowledgement between the parties. Such final written acknowledgement shall be incorporated into, and become a part of, this AGREEMENT. The initially accepted negotiated rates shall be applicable from the approval date, as memorialized in a final written acknowledgement, to 180 days following the CONSULTANT’s fiscal year end (FYE) date.

The direct (raw) labor rates and classifications, as shown on Exhibits “D” and “E” shall be subject to renegotiations for each subsequent twelve (12) month period (180 days following FYE date to 180 days following FYE date) upon written request of the CONSULTANT or the AGENCY. The written request must be made to the other party within ninety (90) days following the CONSULTANT’s FYE date. If no such written request is made, the current direct (raw) labor rates and classifications as shown on Exhibits “D” and “E”, will remain in effect for the twelve (12) month period.

Conversely, if a timely request is made in the manner set forth above, the parties will commence negotiations to determine the new direct (raw) labor rates and classifications that will be applicable for the twelve (12) month period. Any agreed to renegotiated rates shall be memorialized in a final written acknowledgement between the parties. Such final written acknowledgement shall be incorporated into, and become a part of, this AGREEMENT. If requested, the CONSULTANT shall provide current payroll register and classifications to aid in negotiations. If the parties cannot reach an agreement on the direct (raw) labor rates and classifications, the AGENCY shall perform an audit of the CONSULTANT’s books and records to determine the CONSULTANT’s actual costs. The audit findings will establish the direct (raw) labor rates and classifications that will be applicable for the twelve (12) month period.

The fixed fee as identified in Exhibits “D” and “E” shall represent a value to be applied throughout the life of the AGREEMENT.

The CONSULTANT shall submit annually to the AGENCY an updated indirect cost rate within 180 days of the close of its fiscal year. An approved updated indirect cost rate shall be included in the current fiscal year rates under this AGREEMENT, even if/when other components of the hourly rate are not renegotiated. These rates will be applicable for the twelve (12) month period. At the AGENCY’s option, a provisional and/or conditional indirect cost rate may be negotiated. This provisional or conditional indirect rate shall remain in effect until the updated indirect cost rate is completed and approved. Indirect cost rate costs incurred during the provisional or conditional period will not be adjusted. The CONSULTANT may request an extension of the last approved indirect cost rate for the twelve (12) month period. These requests for provisional indirect cost rate and/or extension will be considered on a case-by-case basis, and if granted, will be memorialized in a final written acknowledgement.

The CONSULTANT shall maintain and have accessible support data for verification of the components of the hourly rates, i.e., direct (raw) labor, indirect cost rate, and fixed fee (profit) percentage. The CONSULTANT shall bill each employee’s actual classification, and actual salary plus indirect cost rate plus fixed fee.

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- B. **Direct Non-Salary Costs:** Direct Non-Salary Costs will be reimbursed at the actual cost to the CONSULTANT. These charges may include, but are not limited to, the following items: travel, printing, long distance telephone, supplies, computer charges and fees of sub-consultants. Air or train travel will be reimbursed only to lowest price available, unless otherwise approved by the AGENCY. The CONSULTANT shall comply with the rules and regulations regarding travel costs (excluding air, train, and rental car costs) in accordance with the WSDOT's Accounting Manual M 13-82, Chapter 10 – Travel Rules and Procedures, and all revisions thereto. Air, train and rental car costs shall be reimbursed in accordance with 48 Code of Federal Regulations (CFR) Part 31.205-46 "Travel Costs." The billing for Direct Non-salary Costs shall include an itemized listing of the charges directly identifiable with these SERVICES. The CONSULTANT shall maintain the original supporting documents in their office. Copies of the original supporting documents shall be supplied to the STATE upon request. All above charges must be necessary for the SERVICES provided under this AGREEMENT.
- C. **Maximum Amount Payable:** The Maximum Amount Payable by the AGENCY to the CONSULTANT under this AGREEMENT shall not exceed the amount shown in the heading of this AGREEMENT on page one (1.) The Maximum Amount Payable does not include payment for extra work as stipulated in section XIII, "Extra Work." No minimum amount payable is guaranteed under this AGREEMENT.
- D. **Monthly Progress Payments:** Progress payments may be claimed on a monthly basis for all costs authorized in A and B above. The monthly billings shall be supported by detailed statements for hours expended at the rates established in Exhibit "D," including names and classifications of all employees, and billings for all direct non-salary expenses. To provide a means of verifying the billed salary costs for the CONSULTANT's employees, the AGENCY may conduct employee interviews. These interviews may consist of recording the names, titles, salary rates, and present duties of those employees performing work on the SERVICES at the time of the interview.
- E. **Final Payment:** Final Payment of any balance due the CONSULTANT of the gross amount earned will be made promptly upon its verification by the AGENCY after the completion of the SERVICES under this AGREEMENT, contingent upon receipt of all PS&E, plans, maps, notes, reports, electronic data, and other related documents which are required to be furnished under this AGREEMENT. Acceptance of such Final Payment by the CONSULTANT shall constitute a release of all claims for payment, which the CONSULTANT may have against the AGENCY unless such claims are specifically reserved in writing and transmitted to the AGENCY by the CONSULTANT prior to its acceptance. Said Final Payment shall not, however, be a bar to any claims that the AGENCY may have against the CONSULTANT or to any remedies the AGENCY may pursue with respect to such claims.
- The payment of any billing will not constitute agreement as to the appropriateness of any item and at the time of final audit all required adjustments will be made and reflected in a final payment. In the event that such final audit reveals an overpayment to the CONSULTANT, the CONSULTANT will refund such overpayment to the AGENCY within thirty (30) calendar days of notice of the overpayment. Such refund shall not constitute a waiver by the CONSULTANT for any claims relating to the validity of a finding by the AGENCY of overpayment. Per WSDOT's "Audit Guide for Consultants," Chapter 23 "Resolution Procedures," the CONSULTANT has twenty (20) working days after receipt of the final Post Audit to begin the appeal process to the AGENCY for audit findings.
- F. **Inspection of Cost Records:** The CONSULTANT and their sub-consultants shall keep available for inspection by representatives of the AGENCY and the United States, for a period of six (6) years after receipt of final payment, the cost records and accounts pertaining to this AGREEMENT and all items related to or bearing upon these records with the following exception: if any litigation, claim or audit arising out of, in connection with, or related to this AGREEMENT is initiated before the expiration of the six (6) year period, the cost records and accounts shall be retained until such litigation, claim, or audit involving the records is completed.

An interim or post audit may be performed on this AGREEMENT. The audit, if any, will be performed by the State Auditor, WSDOT's Internal Audit Office and /or at the request of the AGENCY's Project Manager.

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VI. Sub-Contracting

The AGENCY permits subcontracts for those items of SERVICES as shown in Exhibit “A” attached hereto and by this reference made part of this AGREEMENT.

The CONSULTANT shall not subcontract for the performance of any SERVICE under this AGREEMENT without prior written permission of the AGENCY. No permission for subcontracting shall create, between the AGENCY and sub-consultant, any contract or any other relationship.

Compensation for this sub-consultant SERVICES shall be based on the cost factors shown on Exhibit “E” attached hereto and by this reference made part of this AGREEMENT.

The SERVICES of the sub-consultant shall not exceed its maximum amount payable identified in each sub-consultant cost estimate unless a prior written approval has been issued by the AGENCY.

All reimbursable direct labor, indirect cost rate, direct non-salary costs and fixed fee costs for the sub-consultant shall be negotiated and substantiated in accordance with section V “Payment Provisions” herein and shall be memorialized in a final written acknowledgement between the parties.

All subcontracts shall contain all applicable provisions of this AGREEMENT, and the CONSULTANT shall require each sub-consultant or subcontractor, of any tier, to abide by the terms and conditions of this AGREEMENT. With respect to sub-consultant payment, the CONSULTANT shall comply with all applicable sections of the STATE’s Prompt Payment laws as set forth in RCW 39.04.250 and RCW 39.76.011.

The CONSULTANT, sub-recipient, or sub-consultant shall not discriminate on the basis of race, color, national origin, or sex in the performance of this AGREEMENT. The CONSULTANT shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT-assisted contracts. Failure by the CONSULTANT to carry out these requirements is a material breach of this AGREEMENT, which may result in the termination of this AGREEMENT or such other remedy as the recipient deems appropriate.

VII. Employment and Organizational Conflict of Interest

The CONSULTANT warrants that they have not employed or retained any company or person, other than a bona fide employee working solely for the CONSULTANT, to solicit or secure this contract, and that it has not paid or agreed to pay any company or person, other than a bona fide employee working solely for the CONSULTANT, any fee, commission, percentage, brokerage fee, gift, or any other consideration, contingent upon or resulting from the award or making of this contract. For breach or violation of this warrant, the AGENCY shall have the right to annul this AGREEMENT without liability or, in its discretion, to deduct from this AGREEMENT price or consideration or otherwise recover the full amount of such fee, commission, percentage, brokerage fee, gift, or contingent fee.

Any and all employees of the CONSULTANT or other persons while engaged in the performance of any work or services required of the CONSULTANT under this AGREEMENT, shall be considered employees of the CONSULTANT only and not of the AGENCY, and any and all claims that may arise under any Workmen’s Compensation Act on behalf of said employees or other persons while so engaged, and any and all claims made by a third party as a consequence of any act or omission on the part of the CONSULTANT’s employees or other persons while so engaged on any of the work or services provided to be rendered herein, shall be the sole obligation and responsibility of the CONSULTANT.

The CONSULTANT shall not engage, on a full- or part-time basis, or other basis, during the period of this AGREEMENT, any professional or technical personnel who are, or have been, at any time during the period of this AGREEMENT, in the employ of the United States Department of Transportation or the AGENCY, except regularly retired employees, without written consent of the public employer of such person if he/she will be working on this AGREEMENT for the CONSULTANT.

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VIII. Nondiscrimination

During the performance of this AGREEMENT, the CONSULTANT, for itself, its assignees, sub-consultants, subcontractors and successors in interest, agrees to comply with the following laws and regulations:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. Chapter 21 Subchapter V § 2000d through 2000d-4a)
- Federal-aid Highway Act of 1973 (23 U.S.C. Chapter 3 § 324)
- Rehabilitation Act of 1973 (29 U.S.C. Chapter 16 Subchapter V § 794)
- Age Discrimination Act of 1975 (42 U.S.C. Chapter 76 § 6101 *et. seq.*)
- Civil Rights Restoration Act of 1987 (Public Law 100-259)
- American with Disabilities Act of 1990 (42 U.S.C. Chapter 126 § 12101 *et. seq.*)
- 23 CFR Part 200
- 49 CFR Part 21
- 49 CFR Part 26
- RCW 49.60.180

In relation to Title VI of the Civil Rights Act of 1964, the CONSULTANT is bound by the provisions of Exhibit “F” attached hereto and by this reference made part of this AGREEMENT, and shall include the attached Exhibit “F” in every sub-contract, including procurement of materials and leases of equipment, unless exempt by the Regulations or directives issued pursuant thereto.

IX. Termination of Agreement

The right is reserved by the AGENCY to terminate this AGREEMENT at any time with or without cause upon ten (10) days written notice to the CONSULTANT.

In the event this AGREEMENT is terminated by the AGENCY, other than for default on the part of the CONSULTANT, a final payment shall be made to the CONSULTANT for actual hours charged at the time of termination of this AGREEMENT, plus any direct non-salary costs incurred up to the time of termination of this AGREEMENT.

No payment shall be made for any SERVICES completed after ten (10) days following receipt by the CONSULTANT of the notice to terminate. If the accumulated payment made to the CONSULTANT prior to Notice of Termination exceeds the total amount that would be due when computed as set forth in paragraph two (2) of this section, then no final payment shall be due and the CONSULTANT shall immediately reimburse the AGENCY for any excess paid.

If the services of the CONSULTANT are terminated by the AGENCY for default on the part of the CONSULTANT, the above formula for payment shall not apply.

In the event of a termination for default, the amount to be paid to the CONSULTANT shall be determined by the AGENCY with consideration given to the actual costs incurred by the CONSULTANT in performing SERVICES to the date of termination, the amount of SERVICES originally required which was satisfactorily completed to date of termination, whether that SERVICE is in a form or a type which is usable to the AGENCY at the time of termination, the cost to the AGENCY of employing another firm to complete the SERVICES required and the time which may be required to do so, and other factors which affect the value to the AGENCY of the SERVICES performed at the time of termination. Under no circumstances shall payment made under this subsection exceed the amount, which would have been made using the formula set forth in paragraph two (2) of this section.

If it is determined for any reason that the CONSULTANT was not in default or that the CONSULTANT’s failure to perform is without the CONSULTANT’s or its employee’s fault or negligence, the termination shall be deemed to be a termination for the convenience of the AGENCY. In such an event, the CONSULTANT would be reimbursed for actual costs in accordance with the termination for other than default clauses listed previously.

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The CONSULTANT shall, within 15 days, notify the AGENCY in writing, in the event of the death of any member, partner, or officer of the CONSULTANT or the death or change of any of the CONSULTANT's supervisory and/or other key personnel assigned to the project or disaffiliation of any principally involved CONSULTANT employee. The CONSULTANT shall also notify the AGENCY, in writing, in the event of the sale or transfer of 50% or more of the beneficial ownership of the CONSULTANT within 15 days of such sale or transfer occurring. The CONSULTANT shall continue to be obligated to complete the SERVICES under the terms of this AGREEMENT unless the AGENCY chooses to terminate this AGREEMENT for convenience or chooses to renegotiate any term(s) of this AGREEMENT. If termination for convenience occurs, final payment will be made to the CONSULTANT as set forth in the second and third paragraphs of this section.

Payment for any part of the SERVICES by the AGENCY shall not constitute a waiver by the AGENCY of any remedies of any type it may have against the CONSULTANT for any breach of this AGREEMENT by the CONSULTANT, or for failure of the CONSULTANT to perform SERVICES required of it by the AGENCY. Forbearance of any rights under the AGREEMENT will not constitute waiver of entitlement to exercise those rights with respect to any future act or omission by the CONSULTANT.

X. Changes of Work

The CONSULTANT shall make such changes and revisions in the completed work of this AGREEMENT as necessary to correct errors appearing therein, without additional compensation thereof. Should the AGENCY find it desirable for its own purposes to have previously satisfactorily completed SERVICES or parts thereof changed or revised, the CONSULTANT shall make such revisions as directed by the AGENCY. This work shall be considered as Extra Work and will be paid for as herein provided under section XIII "Extra Work."

XI. Disputes

Any disputed issue not resolved pursuant to the terms of this AGREEMENT shall be submitted in writing within 10 days to the Director of Public Works or AGENCY Engineer, whose decision in the matter shall be final and binding on the parties of this AGREEMENT; provided however, that if an action is brought challenging the Director of Public Works or AGENCY Engineer's decision, that decision shall be subject to judicial review. If the parties to this AGREEMENT mutually agree, disputes concerning alleged design errors will be conducted under the procedures found in Exhibit "J". In the event that either party deem it necessary to institute legal action or proceeding to enforce any right or obligation under this AGREEMENT, this action shall be initiated in the Superior Court of the State of Washington, situated in the county in which the AGENCY is located. The parties hereto agree that all questions shall be resolved by application of Washington law and that the parties have the right of appeal from such decisions of the Superior Court in accordance with the laws of the State of Washington. The CONSULTANT hereby consents to the personal jurisdiction of the Superior Court of the State of Washington, situated in the county in which the AGENCY is located.

XII. Legal Relations

The CONSULTANT, any sub-consultants, and the AGENCY shall comply with all Federal, State, and local laws, rules, codes, regulations and all AGENCY policies and directives, applicable to the work to be performed under this AGREEMENT. This AGREEMENT shall be interpreted and construed in accordance with the laws of the State of Washington.

The CONSULTANT shall defend, indemnify, and hold the State of Washington (STATE) and the AGENCY and their officers and employees harmless from all claims, demands, or suits at law or equity arising in whole or in part from the negligence of, or the breach of any obligation under this AGREEMENT by, the CONSULTANT or the CONSULTANT's agents, employees, sub consultants, subcontractors or vendors, of any tier, or any other persons for whom the CONSULTANT may be legally liable; provided that nothing herein shall require a CONSULTANT

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to defend or indemnify the STATE and the AGENCY and their officers and employees against and hold harmless the STATE and the AGENCY and their officers and employees from claims, demands or suits based solely upon the negligence of, or breach of any obligation under this AGREEMENT by the STATE and the AGENCY, their agents, officers, employees, sub-consultants, subcontractors or vendors, of any tier, or any other persons for whom the STATE and /or the AGENCY may be legally liable; and provided further that if the claims or suits are caused by or result from the concurrent negligence of (a) the CONSULTANT or the CONSULTANT's agents, employees, sub-consultants, subcontractors or vendors, of any tier, or any other persons for whom the CONSULTANT is legally liable, and (b) the STATE and/or AGENCY, their agents, officers, employees, sub-consultants, subcontractors and or vendors, of any tier, or any other persons for whom the STATE and/or AGENCY may be legally liable, the defense and indemnity obligation shall be valid and enforceable only to the extent of the CONSULTANT's negligence or the negligence of the CONSULTANT's agents, employees, sub-consultants, subcontractors or vendors, of any tier, or any other persons for whom the CONSULTANT may be legally liable. This provision shall be included in any AGREEMENT between CONSULTANT and any sub-consultant, subcontractor and vendor, of any tier.

The CONSULTANT shall also defend, indemnify, and hold the STATE and the AGENCY and their officers and employees harmless from all claims, demands, or suits at law or equity arising in whole or in part from the alleged patent or copyright infringement or other allegedly improper appropriation or use of trade secrets, patents, proprietary information, know-how, copyright rights or inventions by the CONSULTANT or the CONSULTANT's agents, employees, sub-consultants, subcontractors or vendors, of any tier, or any other persons for whom the CONSULTANT may be legally liable, in performance of the Work under this AGREEMENT or arising out of any use in connection with the AGREEMENT of methods, processes, designs, information or other items furnished or communicated to STATE and/or the AGENCY, their agents, officers and employees pursuant to the AGREEMENT; provided that this indemnity shall not apply to any alleged patent or copyright infringement or other allegedly improper appropriation or use of trade secrets, patents, proprietary information, know-how, copyright rights or inventions resulting from STATE and/or AGENCY's, their agents', officers' and employees' failure to comply with specific written instructions regarding use provided to STATE and/or AGENCY, their agents, officers and employees by the CONSULTANT, its agents, employees, sub-consultants, subcontractors or vendors, of any tier, or any other persons for whom the CONSULTANT may be legally liable.

The CONSULTANT's relation to the AGENCY shall be at all times as an independent contractor.

Notwithstanding any determination by the Executive Ethics Board or other tribunal, the AGENCY may, in its sole discretion, by written notice to the CONSULTANT terminate this AGREEMENT if it is found after due notice and examination by the AGENCY that there is a violation of the Ethics in Public Service Act, Chapter 42.52 RCW; or any similar statute involving the CONSULTANT in the procurement of, or performance under, this AGREEMENT.

The CONSULTANT specifically assumes potential liability for actions brought by the CONSULTANT's own employees or its agents against the STATE and/or the AGENCY and, solely for the purpose of this indemnification and defense, the CONSULTANT specifically waives any immunity under the state industrial insurance law, Title 51 RCW. This waiver has been mutually negotiated by the Parties.

Unless otherwise specified in this AGREEMENT, the AGENCY shall be responsible for administration of construction contracts, if any, on the project. Subject to the processing of a new sole source, or an acceptable supplemental AGREEMENT, the CONSULTANT shall provide On-Call assistance to the AGENCY during contract administration. By providing such assistance, the CONSULTANT shall assume no responsibility for: proper construction techniques, job site safety, or any construction contractor's failure to perform its work in accordance with the contract documents.

The CONSULTANT shall obtain and keep in force during the terms of this AGREEMENT, or as otherwise required, the following insurance with companies or through sources approved by the State Insurance Commissioner pursuant to Title 48 RCW.

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Insurance Coverage

- A. Worker's compensation and employer's liability insurance as required by the STATE.
- B. Commercial general liability insurance written under ISO Form CG 00 01 12 04 or its equivalent with minimum limits of one million dollars (\$1,000,000.00) per occurrence and two million dollars (\$2,000,000.00) in the aggregate for each policy period.
- C. Business auto liability insurance written under ISO Form CG 00 01 10 01 or equivalent providing coverage for any "Auto" (Symbol 1) used in an amount not less than a one million dollar (\$1,000,000.00) combined single limit for each occurrence.

Excepting the Worker's Compensation Insurance and any Professional Liability Insurance, the STATE and AGENCY, their officers, employees, and agents will be named on all policies of CONSULTANT and any sub-consultant and/or subcontractor as an additional insured (the "AIs"), with no restrictions or limitations concerning products and completed operations coverage. This coverage shall be primary coverage and non-contributory and any coverage maintained by the AIs shall be excess over, and shall not contribute with, the additional insured coverage required hereunder. The CONSULTANT's and the sub-consultant's and/or subcontractor's insurer shall waive any and all rights of subrogation against the AIs. The CONSULTANT shall furnish the AGENCY with verification of insurance and endorsements required by this AGREEMENT. The AGENCY reserves the right to require complete, certified copies of all required insurance policies at any time.

All insurance shall be obtained from an insurance company authorized to do business in the State of Washington. The CONSULTANT shall submit a verification of insurance as outlined above within fourteen (14) days of the execution of this AGREEMENT to:

Name: Mike Haley
Agency: City of Redmond
Address: 15670 NE 85th Street, PO Box 97010
City: Redmond State: WA Zip: 98073
Email: mhaley@redmond.gov
Phone: 425.556.2843
Facsimile: 425.556.2727

No cancellation of the foregoing policies shall be effective without thirty (30) days prior notice to the AGENCY.

The CONSULTANT's professional liability to the AGENCY, including that which may arise in reference to section IX "Termination of Agreement" of this AGREEMENT, shall be limited to the accumulative amount of the authorized AGREEMENT or one million dollars (\$1,000,000.00), whichever is greater, unless the limit of liability is increased by the AGENCY pursuant to Exhibit H. In no case shall the CONSULTANT's professional liability to third parties be limited in any way.

The parties enter into this AGREEMENT for the sole benefit of the parties, and to the exclusion of any third party, and no third party beneficiary is intended or created by the execution of this AGREEMENT.

The AGENCY will pay no progress payments under section V "Payment Provisions" until the CONSULTANT has fully complied with this section. This remedy is not exclusive; and the AGENCY may take such other action as is available to it under other provisions of this AGREEMENT, or otherwise in law.

Agreement Number:

XIII. Extra Work

- A. The AGENCY may at any time, by written order, make changes within the general scope of this AGREEMENT in the SERVICES to be performed.
- B. If any such change causes an increase or decrease in the estimated cost of, or the time required for, performance of any part of the SERVICES under this AGREEMENT, whether or not changed by the order, or otherwise affects any other terms and conditions of this AGREEMENT, the AGENCY shall make an equitable adjustment in the: (1) maximum amount payable; (2) delivery or completion schedule, or both; and (3) other affected terms and shall modify this AGREEMENT accordingly.
- C. The CONSULTANT must submit any “request for equitable adjustment,” hereafter referred to as “CLAIM,” under this clause within thirty (30) days from the date of receipt of the written order. However, if the AGENCY decides that the facts justify it, the AGENCY may receive and act upon a CLAIM submitted before final payment of this AGREEMENT.
- D. Failure to agree to any adjustment shall be a dispute under the section XI “Disputes” clause. However, nothing in this clause shall excuse the CONSULTANT from proceeding with the AGREEMENT as changed.
- E. Notwithstanding the terms and conditions of paragraphs (A.) and (B.) above, the maximum amount payable for this AGREEMENT, shall not be increased or considered to be increased except by specific written supplement to this AGREEMENT.

XIV. Endorsement of Plans

If applicable, the CONSULTANT shall place their endorsement on all plans, estimates, or any other engineering data furnished by them.

XV. Federal Review

The Federal Highway Administration shall have the right to participate in the review or examination of the SERVICES in progress.

XVI. Certification of the Consultant and the Agency

Attached hereto as Exhibit “G-1(a and b)” are the Certifications of the CONSULTANT and the AGENCY, Exhibit “G-2” Certification Regarding Debarment, Suspension and Other Responsibility Matters - Primary Covered Transactions, Exhibit “G-3” Certification Regarding the Restrictions of the Use of Federal Funds for Lobbying and Exhibit “G-4” Certificate of Current Cost or Pricing Data. Exhibit “G-3” is required only in AGREEMENT’s over one hundred thousand dollars (\$100,000.00) and Exhibit “G-4” is required only in AGREEMENT’s over five hundred thousand dollars (\$500,000.00.) These Exhibits must be executed by the CONSULTANT, and submitted with the master AGREEMENT, and returned to the AGENCY at the address listed in section III “General Requirements” prior to its performance of any SERVICES under this AGREEMENT.

XVII. Complete Agreement

This document and referenced attachments contain all covenants, stipulations, and provisions agreed upon by the parties. No agent, or representative of either party has authority to make, and the parties shall not be bound by or be liable for, any statement, representation, promise or agreement not set forth herein. No changes, amendments, or modifications of the terms hereof shall be valid unless reduced to writing and signed by the parties as a supplement to this AGREEMENT.

Agreement Number:

XVIII. Execution and Acceptance

This AGREEMENT may be simultaneously executed in several counterparts, each of which shall be deemed to be an original having identical legal effect. The CONSULTANT does hereby ratify and adopt all statements, representations, warranties, covenants, and AGREEMENT's contained in the proposal, and the supporting material submitted by the CONSULTANT, and does hereby accept this AGREEMENT and agrees to all of the terms and conditions thereof.

XIX. Protection of Confidential Information

The CONSULTANT acknowledges that some of the material and information that may come into its possession or knowledge in connection with this AGREEMENT or its performance may consist of information that is exempt from disclosure to the public or other unauthorized persons under either chapter 42.56 RCW or other local, state or federal statutes ("State's Confidential Information"). The "State's Confidential Information" includes, but is not limited to, names, addresses, Social Security numbers, e-mail addresses, telephone numbers, financial profiles, credit card information, driver's license numbers, medical data, law enforcement records (or any other information identifiable to an individual), STATE and AGENCY source code or object code, STATE and AGENCY security data, non-public Specifications, STATE and AGENCY non-publicly available data, proprietary software, STATE and AGENCY security data, or information which may jeopardize any part of the project that relates to any of these types of information. The CONSULTANT agrees to hold the State's Confidential Information in strictest confidence and not to make use of the State's Confidential Information for any purpose other than the performance of this AGREEMENT, to release it only to authorized employees, sub-consultants or subcontractors requiring such information for the purposes of carrying out this AGREEMENT, and not to release, divulge, publish, transfer, sell, disclose, or otherwise make it known to any other party without the AGENCY's express written consent or as provided by law. The CONSULTANT agrees to release such information or material only to employees, sub-consultants or subcontractors who have signed a nondisclosure AGREEMENT, the terms of which have been previously approved by the AGENCY. The CONSULTANT agrees to implement physical, electronic, and managerial safeguards to prevent unauthorized access to the State's Confidential Information.

Immediately upon expiration or termination of this AGREEMENT, the CONSULTANT shall, at the AGENCY's option: (i) certify to the AGENCY that the CONSULTANT has destroyed all of the State's Confidential Information; or (ii) returned all of the State's Confidential Information to the AGENCY; or (iii) take whatever other steps the AGENCY requires of the CONSULTANT to protect the State's Confidential Information.

As required under Executive Order 00-03, the CONSULTANT shall maintain a log documenting the following: the State's Confidential Information received in the performance of this AGREEMENT; the purpose(s) for which the State's Confidential Information was received; who received, maintained and used the State's Confidential Information; and the final disposition of the State's Confidential Information. The CONSULTANT's records shall be subject to inspection, review, or audit upon reasonable notice from the AGENCY.

The AGENCY reserves the right to monitor, audit, or investigate the use of the State's Confidential Information collected, used, or acquired by the CONSULTANT through this AGREEMENT. The monitoring, auditing, or investigating may include, but is not limited to, salting databases.

Violation of this section by the CONSULTANT or its sub-consultants or subcontractors may result in termination of this AGREEMENT and demand for return of all State's Confidential Information, monetary damages, or penalties.

It is understood and acknowledged that the CONSULTANT may provide the AGENCY with information which is proprietary and/or confidential during the term of this AGREEMENT. The parties agree to maintain the confidentiality of such information during the term of this AGREEMENT and afterwards. All materials containing such proprietary and/or confidential information shall be clearly identified and marked as "Confidential" and shall be returned to the disclosing party at the conclusion of the SERVICES under this AGREEMENT.

Agreement Number:

The CONSULTANT shall provide the AGENCY with a list of all information and materials it considers confidential and/or proprietary in nature: (a) at the commencement of the term of this AGREEMENT; or (b) as soon as such confidential or proprietary material is developed. "Proprietary and/or confidential information" is not meant to include any information which, at the time of its disclosure: (i) is already known to the other party; (ii) is rightfully disclosed to one of the parties by a third party that is not acting as an agent or representative for the other party; (iii) is independently developed by or for the other party; (iv) is publicly known; or (v) is generally utilized by unaffiliated third parties engaged in the same business or businesses as the CONSULTANT.

The parties also acknowledge that the AGENCY is subject to Washington State and federal public disclosure laws. As such, the AGENCY shall maintain the confidentiality of all such information marked proprietary and/or confidential or otherwise exempt, unless such disclosure is required under applicable state or federal law. If a public disclosure request is made to view materials identified as "Proprietary and/or confidential information" or otherwise exempt information, the AGENCY will notify the CONSULTANT of the request and of the date that such records will be released to the requester unless the CONSULTANT obtains a court order from a court of competent jurisdiction enjoining that disclosure. If the CONSULTANT fails to obtain the court order enjoining disclosure, the AGENCY will release the requested information on the date specified.

The CONSULTANT agrees to notify the sub-consultant of any AGENCY communication regarding disclosure that may include a sub-consultant's proprietary and/or confidential information. The CONSULTANT notification to the sub-consultant will include the date that such records will be released by the AGENCY to the requester and state that unless the sub-consultant obtains a court order from a court of competent jurisdiction enjoining that disclosure the AGENCY will release the requested information. If the CONSULTANT and/or sub-consultant fail to obtain a court order or other judicial relief enjoining the AGENCY by the release date, the CONSULTANT shall waive and release and shall hold harmless and indemnify the AGENCY from all claims of actual or alleged damages, liabilities, or costs associated with the AGENCY's said disclosure of sub-consultants' information.

XX. Records Maintenance

During the progress of the Work and SERVICES provided hereunder and for a period of not less than six (6) years from the date of final payment to the CONSULTANT, the CONSULTANT shall keep, retain and maintain all "documents" pertaining to the SERVICES provided pursuant to this AGREEMENT. Copies of all "documents" pertaining to the SERVICES provided hereunder shall be made available for review at the CONSULTANT's place of business during normal working hours. If any litigation, claim or audit is commenced, the CONSULTANT shall cooperate with AGENCY and assist in the production of all such documents. "Documents" shall be retained until all litigation, claims or audit findings have been resolved even though such litigation, claim or audit continues past the six (6) year retention period.

For purposes of this AGREEMENT, "documents" means every writing or record of every type and description, including electronically stored information ("ESI"), that is in the possession, control, or custody of the CONSULTANT, including, without limitation, any and all correspondences, contracts, AGREEMENTs, appraisals, plans, designs, data, surveys, maps, spreadsheets, memoranda, stenographic or handwritten notes, reports, records, telegrams, schedules, diaries, notebooks, logbooks, invoices, accounting records, work sheets, charts, notes, drafts, scribbles, recordings, visual displays, photographs, minutes of meetings, tabulations, computations, summaries, inventories, and writings regarding conferences, conversations or telephone conversations, and any and all other taped, recorded, written, printed or typed matters of any kind or description; every copy of the foregoing whether or not the original is in the possession, custody, or control of the CONSULTANT, and every copy of any of the foregoing, whether or not such copy is a copy identical to an original, or whether or not such copy contains any commentary or notation whatsoever that does not appear on the original.

Agreement Number:

For purposes of this AGREEMENT, “ESI” means any and all computer data or electronic recorded media of any kind, including “Native Files”, that are stored in any medium from which it can be retrieved and examined, either directly or after translation into a reasonably useable form. ESI may include information and/or documentation stored in various software programs such as: Email, Outlook, Word, Excel, Access, Publisher, PowerPoint, Adobe Acrobat, SQL databases, or any other software or electronic communication programs or databases that the CONSULTANT may use in the performance of its operations. ESI may be located on network servers, backup tapes, smart phones, thumb drives, CDs, DVDs, floppy disks, work computers, cell phones, laptops or any other electronic device that CONSULTANT uses in the performance of its Work or SERVICES hereunder, including any personal devices used by the CONSULTANT or any sub-consultant at home.

“Native files” are a subset of ESI and refer to the electronic format of the application in which such ESI is normally created, viewed, and /or modified.

The CONSULTANT shall include this section XX “Records Maintenance” in every subcontract it enters into in relation to this AGREEMENT and bind the sub-consultant to its terms, unless expressly agreed to otherwise in writing by the AGENCY prior to the execution of such subcontract.

In witness whereof, the parties hereto have executed this AGREEMENT as of the day and year shown in the “Execution Date” box on page one (1) of this AGREEMENT.

Signature

Date

Signature

Date

Any modification, change, or reformation of this AGREEMENT shall require approval as to form by the Office of the Attorney General.

Agreement Number:

Exhibit A Scope of Work

Project No. 20021809

See attached

Agreement Number:

Exhibit A

SCOPE OF SERVICES

Pump Station No. 13 (Project No. 20021809)

Preliminary Design and Design Services

Project Understanding

This Scope of Services is based on our current understanding of the City of Redmond's (City) needs and requirements for the Pump Station No. 13 project (Project). A new station will be designed approximately 100 feet south of the existing station, to reside on a City easement on the Redmond Community Center site.

The project includes the following elements:

- Dry well / wet well sewage pump station with a structure extending about 30 feet below groundwater elevations.
- Abandonment and demolition of the existing pump station.
- Modification of existing gravity collection system.
- Discharge force main.
- Above grade building enclosing the electrical panels and emergency generator. Building will be complementary with adjacent Redmond Community Center.
- Telemetry and control to meet current City standards.
- Odor control equipment and facilities.
- Noise attenuation facilities to meet City's noise ordinances.
- Temporary sewer bypass strategy. Ultimate temporary sewer bypass design will be the responsibility of the contractor.
- Davit arm retrieval systems and site lighting.
- Water service for washdown of the wet well.
- Assist the City with acquisition of required permits.
- Assist the City with public involvement.
- Assist the City with coordination with the Department of Ecology.

Scope of Services

Task A: Project Management

1. Coordinate with City staff by regular status reports, status meetings, telephone communication, and e-mail during the course of the project.
2. Develop project schedule and provide City Project Manager with schedule in electronic format. Update schedule on a monthly basis and provide updates to City Project Manager together with monthly status reports.
3. Define and implement a quality assurance/quality control program for the project and conduct quality control reviews.
4. Prepare monthly progress reports and monthly invoices, including financial status and schedule progress using Earned Value Management.

Deliverables:

- Monthly Status Reports (including EVM) with Invoices
- Electronic version of the schedule

Assumptions:

- None.

Task B: Preliminary Design

1. Data Acquisition:
 - a. Obtain available data from the City.
 - b. Meet with City staff to review project goals and requirements.
2. Analyses and Evaluations:
 - a. Conduct site visits with City staff to review possible configurations and alternatives.
 - b. Review Marymoor Subarea Evaluation Final Report and develop design flows for the station.
 - c. Identify force main alignment, discharge location, and evaluate 10-inch and 12-inch force main sizes and prepare system head curves for analysis and selection of pumps.
 - d. Investigate availability of pumps and pump features. Review pump availability with City staff and select suitable pumps and force main size for the project.
 - e. Establish wet well capacity and determine pump cycle times. Compare pump cycle times to required cycle times provided by pump and motor manufacturers.
 - f. Determine likelihood of odor issues and evaluate the need for odor control at the pump station. Define and evaluate odor control alternatives. Review alternatives with City staff and select suitable odor control facilities.
 - g. Define construction access constraints, staging areas, and define possible construction methods for use by the contractor.
 - h. Define alternative sewer bypass configurations and develop opinions of probable costs for each alternative. Review alternatives with City staff and determine configuration for incorporation into design documents.
 - i. Determine storm water infiltration requirements and define storm water infiltration configuration.
 - j. Determine availability of 3-phase, 480-volt power in the pump station vicinity and prepare opinion of probable cost for providing 480-volt service to the pump station.
 - k. Determine required on-site emergency power generator size.
 - l. Summarize noise ordinance requirements and provide design criteria for noise mitigation.
 - m. Prepare list of design parameters for the pump station describing the configuration and components to be included in the design. Revise list of parameters based on City review comments.
3. Geotechnical Investigation:

Landau Associates will be providing geotechnical services on the project. The objective of their services is to develop geotechnical recommendations to support design and construction of the proposed improvements. The geotechnical scope of services includes the following tasks:

- a. Project Management: Services include review of available geologic and geotechnical

information, completion of project startup paperwork, preparation of monthly progress reports and invoices, and coordination with subcontractors. We assume project communications will account for approximately 8 percent of the overall budget.

Assumptions:

- The project can be completed in 12 months or fewer.

Deliverables:

- Monthly progress reports and invoices, submitted in City-required format.
- b. Field Exploration and Laboratory Testing: Services include the following:
1. Prepare a health and safety plan (HASP) to be used by Landau field staff, apply for right-of-way (ROW) permits, and design a traffic control plan.
 2. Contact the Washington Utilities Coordinating Council's "One Call" service to locate utilities in the project area. We will also subcontract a private utility-locating service.
 3. Explore site soil and groundwater conditions by advancing drilled borings. Our proposed subsurface exploration program includes:
 - Four hollow-stem auger borings, advanced to 40 ft below ground surface (bgs), at even intervals along the proposed sewer alignment.
 - Two hollow-stem auger borings, advanced to 20 ft bgs or less, at unspecified stormwater infiltration locations.
 - One hollow-stem auger boring, advanced to 40 ft bgs, at the proposed wet/dry well location.
 - A second boring at the proposed wet/dry well location will be advanced to 70 ft bgs with a rotosonic drill. The purpose of this boring is to characterize cobble content and diameter to evaluate possible drilling obstructions and shoring alternatives.
 4. Install a 2-inch-diameter, flush-mount groundwater monitoring well in two of the borings: a boring near the intersection of 176th Avenue Northeast and Northeast 70th Street and a boring at the proposed wet/dry well.
 5. Perform geotechnical laboratory testing, including gradation and moisture content determinations, on select samples obtained from the borings.

Assumptions:

- City drilling permits, such as ROW permits, will be waived or provided at no cost to Landau.
- Landau estimates the proposed exploration program will last 4 days. Drilling can take place on weekdays during daylight hours.
- Landau will subcontract the drill rig and operator. A representative of Landau working under the direction of a geotechnical engineer or geologist will monitor the explorations on a full-time basis.
- Where possible, borings will be advanced in grass or gravel-surfaced areas. Boreholes in pavement will be patched with fast-setting concrete.
- Monitoring wells will be installed in accordance with Washington Administrative Code (WAC) 173-160. Upon completion of drilling and sampling, borings without monitoring wells will be decommissioned in accordance with WAC 173-160. Costs for decommissioning the two monitoring wells are not included in this scope.

- Landau's traffic control plan will be submitted for the City's review and approval. Traffic control will include sidewalk closure, warning signs, and cones. A flagger will be needed for 1 day, during drilling along Northeast 70th Street.
- Drill cuttings will be drummed and disposed of off-site by the drilling subcontractor.
- Analytical testing of site soil and groundwater is excluded from this scope. Though site soil and groundwater are assumed to be uncontaminated, drilling implements will be decontaminated between boreholes. If potentially contaminated soil or groundwater is detected during drilling, Landau will contact BHC and the City to obtain approval for analytical testing and disposal costs.

Deliverables:

- HASP, ROW permit application, traffic control plan.
- c. Engineering and Reporting: Services include the following:
1. Provide geotechnical recommendations (i.e., lateral earth pressures, axial capacity, and construction considerations) in support of temporary shoring at the wet/dry well. We will evaluate up to three shoring methods, potentially including but not limited to soil freeze, secant pile walls, and caisson sinking. We will discuss shoring alternatives with qualified contractors and the design team and provide geotechnical design recommendations in support of the selected alternative(s).
 2. Assess the feasibility of conventional shoring methods and the use of trench boxes along the proposed sewer lines.
 3. Provide recommended dewatering methods.
 4. Assess construction vibration and settlement risks for the project and recommend mitigation measures.
 5. Provide lateral earth pressure diagrams for design of the wet/dry well.
 6. Provide recommendations for shallow foundation support of the wet/dry well, including allowable soil bearing pressure, settlement, and buoyancy resistance.
 7. Provide seismic design parameters for the project in general accordance with the 2018 International Building Code.
 8. Provide recommendations for long-term design soil infiltration rates in accordance with the grain size correlations set forth in the City municipal code.
 9. Prepare a report that presents our geotechnical conclusions and recommendations along with supporting data.

Assumptions:

- Design of temporary shoring and dewatering will be completed by the contractor.
- Dewatering assessments for the project will be completed by Pacific Groundwater Group (PGG), who will be contracted by the City. Sixteen hours have been allocated for a Landau senior engineer to review PGG's groundwater model and conclusions.
- The project will use BHC or City standard earthwork specifications.
- This scope does not include field infiltration tests, mounding analysis, and/or winter groundwater monitoring.

Deliverables:

- Draft geotechnical engineering report, revised draft, and signed and sealed report, in Adobe® PDF (PDF) format.
- d. Meetings: The Landau project manager will participate in four 2-hour team meetings. Meeting preparation will include review of the agenda and coordination with BHC. We will review meeting summaries provided by BHC, commenting as needed. Additionally, eight hours have been allocated for the project manager to attend miscellaneous project meetings and conference calls.

Assumptions:

- Meetings will convene in Redmond or Seattle.
- Estimate includes LAI travel time

Deliverables:

- Comments on meeting summaries will be provided via email.
- e. Plan Review and Bid Support: Landau will review two versions of project plans and specifications and incorporate geotechnical review comments as appropriate. During project bidding, Landau will respond to as many as four requests for information (RFIs).

Assumptions:

- Plan Review and Bid Support services are limited to 30 hours. Preparation of specifications is excluded from this scope.

Deliverables:

- Comments on draft plans and specifications will be provided via email.
 - A signed and sealed plan review letter will be submitted electronically in PDF format.
 - Signed response to RFIs will be submitted via email.
4. Archaeological Assessment – Phase I:
- a. Compile background information from relevant records (e.g., records held by the DAHP, ethnographies, digitized historic maps, soils maps) and other sources for information on previously recorded archaeological sites and investigations, historic sites and structures, and traditional cultural properties in the Project vicinity.
 - b. Prepare a letter to the affected Tribes requesting information regarding traditional cultural properties or other locations of concern that could be affected by the Project. The City of Redmond will sign and send the letter to the Tribes as part of their government-to-government consultation responsibilities.
 - c. Prepare a memorandum that summarizes the results of the background research including an assessment of significance of the findings, estimates the archaeological sensitivity of the Project location, and provides recommendations for further investigation needed, if any.
5. Field Topographic Survey:
- a. Perform field topographic survey. Area encompassed by the survey includes the pump station easement, the community center property 100-feet back from the right-of-way, 176th Avenue NE from the pump station site to NE 70th Street, and NE 70th

- Street from 176th Avenue NE to the King County Metro discharge manhole.
- b. Reduce field data and develop AutoCAD base map using the City's new survey datum.
6. Easements:
- a. Obtain available records pertaining to existing easements for the pump station, for sewer mains and force mains, and for electrical service to the pump station.
 - b. Review existing easements and determine if new easements are necessary for the pump station, for access to the pump station, for sewer mains and force mains, and for electrical service to the pump station.
 - c. If new easements are required, prepare legal descriptions and exhibits for new easements. Provide figures or graphics as needed.
7. Permitting and Approvals:
- a. Perform a regulatory review and contact representatives of Federal, State, and local agencies to identify and define permitting and approval requirements.
 - b. Meet with City planner and Parks planner assigned to the project to determine permitting requirements for the project.
 - c. Meet with City planner assigned to the project and determine building design and landscaping standards required for the project. It is anticipated that the standards may change during the course of design since the City is in the process of developing and adopting new design standards for Marymoor Village.
 - d. Meet with City planner assigned to the project and determine Site Plan Review requirements.
 - e. Summarize required permits and approvals necessary and additional supporting data necessary for permit and approval applications. Permit and approval applications will be prepared and submitted as part of final design.
8. Engineering Report:
- a. Prepare draft text and graphics summarizing the analyses and evaluations described above.
 - b. Prepare preliminary drawings for the project. Preliminary drawings are anticipated to include:
 - Pump Station Site Plan
 - Landscaping Plan
 - Building Floor Plan
 - Wet Well/Dry Well Plan
 - Sections
 - Architectural Building Elevations with material and color information shown
 - One-Line Diagram
 - Preliminary Plan and Profile Drawings for Gravity Sewer
 - Preliminary Plan and Profile Drawings for Force Main
 - c. Develop preliminary schedule for the pump station design and construction.
 - d. Prepare list of construction limitations to be imposed on the contractor.
 - e. Prepare draft Engineering Report summarizing evaluations, alternatives, opinions of probable cost, and preliminary drawings. Submit to City for review.
 - f. Meet with City staff to review Engineering Report.
 - g. Revise Engineering Report to incorporate City review comments.
 - h. Print 5 copies of the final Engineering Report and deliver to the City.

Deliverables:

- Geotechnical Report
- Archaeological Memorandum
- Survey Base Maps
- Engineering Report (draft and final)

Assumptions:

- It is assumed that no artifacts of significance will be identified and that no further archaeological investigations or monitoring will be necessary.

Task C: Plans, Specifications and Opinions of Probable Cost

1. Prepare 60 percent construction drawings in accordance with City of Redmond Standard Specifications and Standard Plans, as appropriate. The budget is based on the List of Drawings at the end of this Scope of Services.
2. Prepare 60 percent general requirements. The general requirements will be prepared using the City of Redmond Standard General Requirements in accordance with the 2018 WSDOT Specifications addressing the following:
 - a. Sequence of Construction
 - b. Measurement and Payment
 - c. Project Data Submittals
 - d. Testing and Quality Control
 - e. Facility Startup and Testing
3. Prepare 60 percent technical specifications. Technical specifications will be prepared in accordance with City of Redmond 2018 Standard Specifications and WSDOT Standard Specifications with additional requirements where necessary. Technical specifications will include sections necessary to define and control the construction materials and appropriate methods and will use the WSDOT numbering format for site work and buried piping and use the CSI numbering format for the structure, electrical, HVAC, and structure accessories.
4. Develop opinion of probable construction cost for the facilities included in the 60 percent design documents.
5. Prepare 60 percent electrical panel design, panel elevations, wiring diagrams, PLC I/O diagrams, and Bill of Materials for panel fabrication (prepared by TSI). Review and comment on draft drawings and Bill of Materials developed by TSI.
6. Conduct in-house quality control review of the 60 percent drawings, specifications, and opinion of probable cost.
7. Submit 60 percent design documents to the City for review.
8. Meet with City staff to review the 60 percent design documents.
9. Incorporate City review comments and prepare 90 percent design.
10. Develop opinion of probable construction cost for the facilities included in the 90 percent design documents.
11. Prepare 90 percent electrical panel design, panel elevations, wiring diagrams, PLC I/O diagrams, and Bill of Materials for panel fabrication (prepared by TSI). Review and comment on draft drawings and Bill of Materials developed by TSI.
12. Prepare for and attend First Screen Development Workshop conducted by TSI.
13. Conduct in-house quality control review of the 90 percent drawings, specifications, and opinion of probable cost.
14. Submit 90 percent design documents to the City for review.
15. Meet with City staff to review the 90 percent design documents.

16. Revise City Bidding documents. Provide “track changes” markups to the City indicating revisions to the documents. Prepare bid schedule for inclusion in the bidding documents.
17. Incorporate City review comments and prepare final design.
18. Develop opinion of probable construction cost for the facilities included in the final design documents.
19. Review and comment on draft drawings and Bill of Materials developed by TSI.
20. Prepare for and attend Second Screen Development Workshop conducted by TSI.
21. Conduct in-house quality control review of the final drawings, specifications, and opinion of probable cost.
22. Submit final design documents to the City for review.
23. Meet with City staff to review the final design documents.
24. Incorporate City review comments and prepare additional contract document submittals until the project is ready for advertisement.
25. Develop opinion of probable construction cost for the facilities included in the bid ready contract documents.
26. Submit bid ready contract documents to the City.
27. Print 8 sets of specifications with half-size drawings and 5 sets of full size drawings and deliver to City. Following approval by the City, set up the distribution of plans and specifications electronically using the City’s access to Builders Exchange.

Deliverables:

- 60 percent plans and specifications and opinion of probable cost
- 90 percent plans and specifications and opinion of probable cost
- Final plans and specifications and opinion of probable cost
- Bid Ready contract documents including opinion of probable cost
- Meeting Minutes (following each meeting with City staff)

Assumptions and Limitations:

- New pumps are anticipated to be Cornell or Flygt.
- Design configuration will be as identified in the “Engineering Report” and subsequent discussions with the City.
- Public involvement assistance will be limited to development of presentation materials for use at a public open house.
- City staff will be primary contacts for Design Review.

Task D: Permitting and Approvals

1. Prepare SEPA Checklist and assist City with Determination of Non-Significance.
2. Prepare and assist the City with the permit and approval applications determined in Task B.7.
3. Submit permit applications and follow-up on permitting issuance.
4. Submit approval applications and follow-up on approval issuance.

Deliverables:

- Permit Applications
- Approval Applications

Assumptions and Limitations:

- Engineering Report, construction drawings, and specifications will be submitted to the Department of Ecology for approval. It is not anticipated that DOE will respond to the submittal.
- A Determination of Non-Significance (DNS) will be the final environmental determination. This Scope of Services does not include additional environmental documentation that may be needed if a DNS is not issued.

Task E: Assistance with Bidding and Award

1. Address bidders' and suppliers' questions during the bid period for each bid package.
2. Prepare a maximum of two (2) addenda, if necessary, and deliver to City for distribution.
3. Prepare for and attend bid conference.
4. Prepare bid tabulation.
5. Review apparent low bidder's bid documents and prepare recommendation for award.

Deliverables:

- Advertisements for newspaper
- Two (2) Addenda (if required)
- Bid Tabulation
- Recommendation for Award

Assumptions and Limitations:

- None.

Task F: Engineering Services During Construction

Engineering services during construction are not included in this scope of services. Engineering services during construction will be added to the scope of services by supplemental agreement following opening of bids for the project.

List of Drawings:

- General – 5 sheets
- Demolition – 1 sheet
- Civil – 7 sheets
- Plan and Profiles – 5 sheets
- Landscape – 2 sheets
- Architectural – 10 sheets
- Structural – 20 sheets
- Mechanical – 8 sheets
- HVAC – 2 sheets
- Plumbing – 2 sheets
- Electrical – 10 sheets
- TSI – 40 sheets
- Traffic Control – 5 sheets

Total of 117 drawing sheets.

Exhibit C

Preparation and Delivery of Electronic Engineering and Other Data

In this Exhibit the agency, as applicable, is to provide a description of the format and standards the consultant is to use in preparing electronic files for transmission to the agency. The format and standards to be provided may include, but are not limited to, the following:

I. Surveying, Roadway Design & Plans Preparation Section

A. Survey Data

N/A

B. Roadway Design Files

N/A

C. Computer Aided Drafting Files

Autocad

Agreement Number:

D. Specify the Agency's Right to Review Product with the Consultant

N/A

E. Specify the Electronic Deliverables to Be Provided to the Agency

N/A

F. Specify What Agency Furnished Services and Information Is to Be Provided

N/A

Agreement Number:

II. Any Other Electronic Files to Be Provided

N/A

III. Methods to Electronically Exchange Data

email and share point access

A. Agency Software Suite

N/A

B. Electronic Messaging System

N/A

C. File Transfers Format

N/A

Exhibit D

Prime Consultant Cost Computations

See attached

Agreement Number:

Exhibit D

Consultant Fee Determination

Project Name: Pump Station No. 13
 Project Number: 20021809
 Consultant: BHC Consultants, LLC

NEGOTIATED HOURLY RATES

Classification	Hours	DSC	Overhead 160%	Fee (Profit) 34%	Total Hourly Rate	Total
Principal-In-Charge	10	\$ 85.00	\$136.00	\$28.69	\$250	\$2,497
Project Manager	99	\$ 73.00	\$116.80	\$24.64	\$214	\$21,229
QA/QC	28	\$ 76.00	\$121.60	\$25.65	\$223	\$6,251
Asst Project Manager	521	\$ 56.00	\$89.60	\$18.90	\$165	\$85,705
Electrical Engineer	286	\$ 75.00	\$120.00	\$25.31	\$220	\$63,009
Structural Engineer	460	\$ 75.00	\$120.00	\$25.31	\$220	\$101,344
Project Engineer	156	\$ 56.00	\$89.60	\$18.90	\$165	\$25,662
Staff Engineer	732	\$ 39.00	\$62.40	\$13.16	\$114.56	\$83,860
CAD Manager	139	\$ 53.00	\$84.80	\$17.89	\$155.69	\$21,641
CAD Technician	892	\$ 35.00	\$56.00	\$11.81	\$102.81	\$91,709
Project Assistant	131	\$ 32.00	\$51.20	\$10.80	\$94.00	\$12,314
Admin	40	\$ 38.00	\$60.80	\$12.83	\$111.63	\$4,465
Total Hours		3,494			Subtotal:	\$519,685
REIMBURSABLES						
Mileage						\$256
Reproduction (copies, plots, etc.)						\$3,500
Traffic Control (National Barricade)						\$1,000
APS (Potholing)						\$14,800
					Subtotal:	\$19,556
SUBCONSULTANT COSTS (See Exhibit E)						
KPG						\$50,633
Landau Assoc.						\$105,029
Rolluda Architects						\$60,351
Greenbusch Group						\$6,870
Technical Systems Inc.						\$72,000
Cascadia Archaeology						\$1,247
FSi Consulting Engineers						\$26,196
					Subtotal:	\$322,326

Total: \$861,567

Contingency: 50,433

GRAND TOTAL: \$912,000

Exhibit E

Sub-consultant Cost Computations

There isn't any sub-consultant participation at this time. The CONSULTANT shall not sub-contract for the performance of any work under this AGREEMENT without prior written permission of the AGENCY. Refer to section VI "Sub-Contracting" of this AGREEMENT.

See attached

Agreement Number:

EXHIBIT E

Subcontracted Work

Project Name: Pump Station No. 13
Project Number: 20021809
Consultant: BHC Consultants, LLC

The City permits subcontracts for the following portions of work of the Agreement:

Subconsultant	Work Description	Amount
KPG (see E1)	Surveying, Landscape Architecture	\$50,633
Landau Assoc. (see E2)	Geotechnical	\$105,029
Rolluda Architects (see E3)	Architecture	\$60,351
Greenbusch Group	Noise Attenuation	\$6,870
Technical Systems Inc. (see E4)	Instrumentation & Controls	\$72,000
Cascadia Archaeology	Archaeological	\$1,247
FSi Consulting Engineers (see E5)	HVAC, Fire Sprinklers	\$26,196
Total:		\$322,326

Exhibit E1

Consultant Fee Determination

Project Name: Wastewater Pump Station 13 Replacement
Project Number: Project Number 20021809
Consultant: KPG, P.S.

NEGOTIATED HOURLY RATES

Classification	Hours	DSC	Overhead 147%	Fee (Profit) 29%	Total Hourly Rate	Total
Survey Manager	10	\$ 75.02	\$110.05	\$21.46	\$207	\$2,065
Project Surveyor	30	\$ 48.53	\$71.19	\$13.88	\$134	\$4,008
Survey Technician	40	\$ 40.07	\$58.78	\$11.46	\$110	\$4,413
Survey Crew I	40	\$ 60.00	\$88.02	\$17.16	\$165	\$6,607
Survey Crew II	16	\$ 78.00	\$114.43	\$22.31	\$215	\$3,436
Urban Design Manager	40	\$ 58.84	\$86.32	\$16.83	\$162	\$6,479
Project Landscape Architect	60	\$ 43.61	\$63.98	\$12.47	\$120	\$7,203
Landscape Technician	62	\$ 39.38	\$57.77	\$11.26	\$108.41	\$6,722
Total Hours	298				Subtotal:	\$40,933
REIMBURSABLES						
Mileage						\$700
Reproduction (copies, plots, etc.)						
Miscellaneous						
					Subtotal:	\$700
SUBCONSULTANT COSTS (See Exhibit E)						
CNI Locates LTD						\$9,000
					Subtotal:	\$9,000

Total: \$50,633

GRAND TOTAL: \$50,633

Exhibit E2

Consultant Fee Determination

Project Name: Wastewater PS 13 Replacement

Project Number: 20021809

Consultant: Landau Associates

NEGOTIATED HOURLY RATES

Classification	Hours	DSC	Overhead 213%	Fee (Profit) 34%	Total Hourly Rate	Total
Principal (Calvin McCaughan)	40	\$ 77.40	\$164.50	\$25.97	\$268	\$10,715
Associate (Daniel Simpson)	210	\$ 49.23	\$104.63	\$16.52	\$170	\$35,779
Senior Engineer (Ben Ford)	10	\$ 43.27	\$91.96	\$14.52	\$150	\$1,497
Project Engineer (Sean Gertz)	10	\$ 34.13	\$72.54	\$11.45	\$118	\$1,181
Senior Staff Engineer (Annabel	160	\$ 31.97	\$67.95	\$10.73	\$111	\$17,703
Staff Engineer (Brandon Mower	10	\$ 27.88	\$59.25	\$9.35	\$96	\$965
Project Coordinator (Mallory Sk	35	\$ 28.00	\$59.51	\$9.39	\$97	\$3,392
Total Hours					Subtotal:	\$71,231
REIMBURSABLES						
Mileage						\$600
Reproduction (copies, plots, etc.)						\$100
Miscellaneous						\$100
Laboratory Testing						\$3,200
					Subtotal:	\$4,000
SUBCONSULTANT COSTS (See Exhibit E)						
Holocene Drilling						\$28,048
APS						\$450
Emerald City Flagging						\$1,300
					Subtotal:	\$29,798

Total: \$105,029

GRAND TOTAL: \$105,029

Exhibit E3

Consultant Fee Determination

Project Name: Pump Station #13
Project Number: 20021809
Consultant: Rolluda Architects, Inc.

NEGOTIATED HOURLY RATES

Classification	Hours	DSC	Overhead 162%	Fee (Profit) 27%	Total Hourly Rate	Total
Principal Architect	6	\$ 55.50	\$89.78	\$15.18	\$160	\$963
Architect Project Manager	122	\$ 51.06	\$82.59	\$13.96	\$148	\$18,010
Senior Architect	26	\$ 42.30	\$68.42	\$11.57	\$122	\$3,180
Architect Staff	239	\$ 33.00	\$53.38	\$9.03	\$95	\$22,802
Technical Staff I	184	\$ 23.97	\$38.77	\$6.56	\$69	\$12,751
Technical Staff II	16	\$ 28.43	\$45.99	\$7.78	\$82	\$1,315
Total Hours	593				Subtotal:	\$59,020
REIMBURSABLES						
Mileage						\$108
Reproduction (copies, plots, etc.)						\$1,223
Miscellaneous						
					Subtotal:	\$1,331

Total: \$60,351

Contingency:

GRAND TOTAL: \$60,351

Exhibit E4

Consultant Fee Determination

Project Name: Lift Station 13 Design Work
Project Number: 20021809
Consultant: Technical Systems Inc.

NEGOTIATED HOURLY RATES

Classification	Hours	DSC	Overhead 104%	Fee (Profit) 26%	Total Hourly Rate	Total
Project Management	120	\$ 67.31	\$70.00	\$17.70	\$155	\$18,602
Engineering	295	\$ 55.29	\$57.50	\$14.54	\$127	\$37,563
Engineering Support	80	\$ 36.06	\$37.50	\$9.48	\$83	\$6,644
CAD	105	\$ 37.87	\$39.38	\$9.96	\$87	\$9,158
Total Hours		600			Subtotal:	\$71,966
REIMBURSABLES						
Mileage						
Reproduction (copies, plots, etc.)						
Miscellaneous						\$34
Subtotal:						\$34

Total: \$72,000

Contingency:

GRAND TOTAL: \$72,000

Exhibit E5

Consultant Fee Determination

Project Name: City of Redmond - Pump Station No.13
Project Number: 20021809
Consultant: FSi Consulting Engineers

NEGOTIATED HOURLY RATES

Classification	Hours	DSC	Overhead 156%	Fee (Profit) 23%	Total Hourly Rate	Total
Principal (Rob Danforth)	4	\$ 79.86	\$124.21	\$18.73	\$223	\$891
Senior Engineer (Ola Jarvegren)	38	\$ 53.46	\$83.15	\$12.54	\$149	\$5,668
Eng B (Tim Cunningham)	116	\$ 43.37	\$67.46	\$10.17	\$121	\$14,036
CAD A (Bill Boone)	44	\$ 35.00	\$54.44	\$8.21	\$98	\$4,296
Project admin (Ali Thabar)	14	\$ 27.00	\$42.00	\$6.33	\$75	\$1,055
Total Hours						216
Subtotal:						\$25,946
REIMBURSABLES						
Mileage						\$250
Reproduction (copies, plots, etc.)						
Miscellaneous						
Subtotal:						\$250

Total: \$26,196

Contingency:

GRAND TOTAL: \$26,196

Exhibit F

Title VI Assurances

During the performance of this AGREEMENT, the CONSULTANT, for itself, its assignees, and successors in interest agrees as follows:

1. **Compliance with Regulations:** The CONSULTANT shall comply with the Regulations relative to non-discrimination in federally assisted programs of the AGENCY, Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time (hereinafter referred to as the “REGULATIONS”), which are herein incorporated by reference and made a part of this AGREEMENT.
2. **Non-discrimination:** The CONSULTANT, with regard to the work performed during this AGREEMENT, shall not discriminate on the grounds of race, color, sex, or national origin in the selection and retention of sub-consultants, including procurement of materials and leases of equipment. The CONSULTANT shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the REGULATIONS, including employment practices when this AGREEMENT covers a program set forth in Appendix B of the REGULATIONS.
3. **Solicitations for Sub-consultants, Including Procurement of Materials and Equipment:** In all solicitations either by competitive bidding or negotiations made by the CONSULTANT for work to be performed under a sub-contract, including procurement of materials or leases of equipment, each potential sub-consultant or supplier shall be notified by the CONSULTANT of the CONSULTANT’s obligations under this AGREEMENT and the REGULATIONS relative to non-discrimination on the grounds of race, color, sex, or national origin.
4. **Information and Reports:** The CONSULTANT shall provide all information and reports required by the REGULATIONS or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the AGENCY, the STATE, or the Federal Highway Administration (FHWA) to be pertinent to ascertain compliance with such REGULATIONS, orders and instructions. Where any information required of a CONSULTANT is in the exclusive possession of another who fails or refuses to furnish this information, the CONSULTANT shall so certify to the AGENCY, the STATE, or the FHWA as appropriate, and shall set forth what efforts it has made to obtain the information.
5. **Sanctions for Non-compliance:** In the event of the CONSULTANT’s non-compliance with the non-discrimination provisions of this AGREEMENT, the AGENCY shall impose such AGREEMENT sanctions as it, the STATE, or the FHWA may determine to be appropriate, including, but not limited to:
 - Withholding of payments to the CONSULTANT under this AGREEMENT until the CONSULTANT complies, and/or;
 - Cancellation, termination, or suspension of this AGREEMENT, in whole or in part.
6. **Incorporation of Provisions:** The CONSULTANT shall include the provisions of paragraphs (1) through (5) in every subcontract, including procurement of materials and leases of equipment, unless exempt by the REGULATIONS, or directives issued pursuant thereto. The CONSULTANT shall take such action with respect to any sub-consultant or procurement as the STATE, the AGENCY, or FHWA may direct as a means of enforcing such provisions including sanctions for non-compliance.

Provided, however, that in the event a CONSULTANT becomes involved in, or is threatened with, litigation with a sub-consultant or supplier as a result of such direction, the CONSULTANT may request the AGENCY enter into such litigation to protect the interests of the STATE and/or the AGENCY and, in addition, the CONSULTANT may request the United States enter into such litigation to protect the interests of the United States.

Agreement Number:

Exhibit G

Certification Documents

Exhibit G-1(a) Certification of Consultant

~~Exhibit G-1(b) Certification of _____~~

Exhibit G-2 Certification Regarding Debarment, Suspension and Other Responsibility Matters -
Primary Covered Transactions

~~Exhibit G-3 Certification Regarding the Restrictions of the Use of Federal Funds for Lobbying~~

~~Exhibit G-4 Certificate of Current Cost or Pricing Data~~

Agreement Number:

Exhibit G-1(a) Certification of Consultant

I hereby certify that I am the and duly authorized representative of the firm of
BHC Consultants, LLC
whose address is
1601 5th Avenue, Suite 500, Seattle, WA 98101
and that neither the above firm nor I have:

- a) Employed or retained for a commission, percentage, brokerage, contingent fee, or other consideration, any firm or person (other than a bona fide employee working solely for me or the above CONSULTANT) to solicit or secure this AGREEMENT;
- b) Agreed, as an express or implied condition for obtaining this contract, to employ or retain the services of any firm or person in connection with carrying out this AGREEMENT; or
- c) Paid, or agreed to pay, to any firm, organization or person (other than a bona fide employee working solely for me or the above CONSULTANT) any fee, contribution, donation, or consideration of any kind for, or in connection with, procuring or carrying out this AGREEMENT; except as hereby expressly stated (if any);

I acknowledge that this certificate is to be furnished to the City of Redmond
and the Federal Highway Administration, U.S. Department of Transportation in connection with this
AGREEMENT involving participation of Federal-aid highway funds, and is subject to applicable State and
Federal laws, both criminal and civil.

BHC Consultants, LLC

Consultant (Firm Name)

Signature (Authorized Official of Consultant)

Date

Agreement Number:

Exhibit G-2 Certification Regarding Debarment, Suspension and Other Responsibility Matters - Primary Covered Transactions

- I. The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
- A. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - B. Have not within a three (3) year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State anti-trust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - C. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - D. Have not within a three (3) year period preceding this application / proposal had one or more public transactions (Federal, State and local) terminated for cause or default.
- II. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

BHC Consultants, LLC

Consultant (Firm Name)

Signature (Authorized Official of Consultant)

Date

Agreement Number:

Exhibit I

Alleged Consultant Design Error Procedures

The purpose of this exhibit is to establish a procedure to determine if a consultant's alleged design error is of a nature that exceeds the accepted standard of care. In addition, it will establish a uniform method for the resolution and/or cost recovery procedures in those instances where the agency believes it has suffered some material damage due to the alleged error by the consultant.

Step 1 Potential Consultant Design Error(s) is Identified by Agency's Project Manager

At the first indication of potential consultant design error(s), the first step in the process is for the Agency's project manager to notify the Director of Public Works or Agency Engineer regarding the potential design error(s). For federally funded projects, the Region Local Programs Engineer should be informed and involved in these procedures. (Note: The Director of Public Works or Agency Engineer may appoint an agency staff person other than the project manager, who has not been as directly involved in the project, to be responsible for the remaining steps in these procedures.)

Step 2 Project Manager Documents the Alleged Consultant Design Error(s)

After discussion of the alleged design error(s) and the magnitude of the alleged error(s), and with the Director of Public Works or Agency Engineer's concurrence, the project manager obtains more detailed documentation than is normally required on the project. Examples include: all decisions and descriptions of work; photographs, records of labor, materials and equipment.

Step 3 Contact the Consultant Regarding the Alleged Design Error(s)

If it is determined that there is a need to proceed further, the next step in the process is for the project manager to contact the consultant regarding the alleged design error(s) and the magnitude of the alleged error(s). The project manager and other appropriate agency staff should represent the agency and the consultant should be represented by their project manager and any personnel (including sub-consultants) deemed appropriate for the alleged design error(s) issue.

Step 4 Attempt to Resolve Alleged Design Error with Consultant

After the meeting(s) with the consultant have been completed regarding the consultant's alleged design error(s), there are three possible scenarios:

- It is determined via mutual agreement that there is not a consultant design error(s). If this is the case, then the process will not proceed beyond this point.
- It is determined via mutual agreement that a consultant design error(s) occurred. If this is the case, then the Director of Public Works or Agency Engineer, or their representatives, negotiate a settlement with the consultant. The settlement would be paid to the agency or the amount would be reduced from the consultant's agreement with the agency for the services on the project in which the design error took place. The agency is to provide LP, through the Region Local Programs Engineer, a summary of the settlement for review and to make adjustments, if any, as to how the settlement affects federal reimbursements. No further action is required.
- There is not a mutual agreement regarding the alleged consultant design error(s). The consultant may request that the alleged design error(s) issue be forwarded to the Director of Public Works or Agency Engineer for review. If the Director of Public Works or Agency Engineer, after review with their legal counsel, is not able to reach mutual agreement with the consultant, proceed to Step 5.

Agreement Number:

Step 5 Forward Documents to Local Programs

For federally funded projects all available information, including costs, should be forwarded through the Region Local Programs Engineer to LP for their review and consultation with the FHWA. LP will meet with representatives of the agency and the consultant to review the alleged design error(s), and attempt to find a resolution to the issue. If necessary, LP will request assistance from the Attorney General's Office for legal interpretation. LP will also identify how the alleged error(s) affects eligibility of project costs for federal reimbursement.

- If mutual agreement is reached, the agency and consultant adjust the scope of work and costs to reflect the agreed upon resolution. LP, in consultation with FHWA, will identify the amount of federal participation in the agreed upon resolution of the issue.
- If mutual agreement is not reached, the agency and consultant may seek settlement by arbitration or by litigation.

Agreement Number:

Exhibit J

Consultant Claim Procedures

The purpose of this exhibit is to describe a procedure regarding claim(s) on a consultant agreement. The following procedures should only be utilized on consultant claims greater than \$1,000. If the consultant's claim(s) are a total of \$1,000 or less, it would not be cost effective to proceed through the outlined steps. It is suggested that the Director of Public Works or Agency Engineer negotiate a fair and reasonable price for the consultant's claim(s) that total \$1,000 or less.

This exhibit will outline the procedures to be followed by the consultant and the agency to consider a potential claim by the consultant.

Step 1 Consultant Files a Claim with the Agency Project Manager

If the consultant determines that they were requested to perform additional services that were outside of the agreement's scope of work, they may be entitled to a claim. The first step that must be completed is the request for consideration of the claim to the Agency's project manager.

The consultant's claim must outline the following:

- Summation of hours by classification for each firm that is included in the claim;
- Any correspondence that directed the consultant to perform the additional work;
- Timeframe of the additional work that was outside of the project scope;
- Summary of direct labor dollars, overhead costs, profit and reimbursable costs associated with the additional work; and
- Explanation as to why the consultant believes the additional work was outside of the agreement scope of work.

Step 2 Review by Agency Personnel Regarding the Consultant's Claim for Additional Compensation

After the consultant has completed step 1, the next step in the process is to forward the request to the Agency's project manager. The project manager will review the consultant's claim and will meet with the Director of Public Works or Agency Engineer to determine if the Agency agrees with the claim. If the FHWA is participating in the project's funding, forward a copy of the consultant's claim and the Agency's recommendation for federal participation in the claim to the WSDOT Local Programs through the Region Local Programs Engineer. If the claim is not eligible for federal participation, payment will need to be from agency funds.

If the Agency project manager, Director of Public Works or Agency Engineer, WSDOT Local Programs (if applicable), and FHWA (if applicable) agree with the consultant's claim, send a request memo, including backup documentation to the consultant to either supplement the agreement, or create a new agreement for the claim. After the request has been approved, the Agency shall write the supplement and/or new agreement and pay the consultant the amount of the claim. Inform the consultant that the final payment for the agreement is subject to audit. No further action is needed regarding the claim procedures.

If the Agency does not agree with the consultant's claim, proceed to step 3 of the procedures.

Agreement Number:

Step 3 Preparation of Support Documentation Regarding Consultant's Claim(s)

If the Agency does not agree with the consultant's claim, the project manager shall prepare a summary for the Director of Public Works or Agency Engineer that included the following:

- Copy of information supplied by the consultant regarding the claim;
- Agency's summation of hours by classification for each firm that should be included in the claim;
- Any correspondence that directed the consultant to perform the additional work;
- Agency's summary of direct labor dollars, overhead costs, profit and reimbursable costs associated with the additional work;
- Explanation regarding those areas in which the Agency does/does not agree with the consultant's claim(s);
- Explanation to describe what has been instituted to preclude future consultant claim(s); and
- Recommendations to resolve the claim.

Step 4 Director of Public Works or Agency Engineer Reviews Consultant Claim and Agency Documentation

The Director of Public Works or Agency Engineer shall review and administratively approve or disapprove the claim, or portions thereof, which may include getting Agency Council or Commission approval (as appropriate to agency dispute resolution procedures). If the project involves federal participation, obtain concurrence from WSDOT Local Programs and FHWA regarding final settlement of the claim. If the claim is not eligible for federal participation, payment will need to be from agency funds.

Step 5 Informing Consultant of Decision Regarding the Claim

The Director of Public Works or Agency Engineer shall notify (in writing) the consultant of their final decision regarding the consultant's claim(s). Include the final dollar amount of the accepted claim(s) and rationale utilized for the decision.

Step 6 Preparation of Supplement or New Agreement for the Consultant's Claim(s)

The agency shall write the supplement and/or new agreement and pay the consultant the amount of the claim. Inform the consultant that the final payment for the agreement is subject to audit.

Agreement Number: