



**City of Valdez  
Agreement for Professional Services**

THIS AGREEMENT between the CITY OF VALDEZ, ALASKA, (“City”) and DOWL, LLC (“Consultant”) is effective on the \_\_\_\_day of June, 2020.

All work under this agreement shall be referred to by the following:

**Project: Design Service - Pavement Management Phase II  
Project No: 20-310-1200  
Contract No.: 1631  
Cost Code: 310-1200-58000**

Consultant’s project manager under this agreement is Bradley Melocik.

Consultant’s project manager may not be changed without the written consent of the City.

City’s project manager is Brad Sontag.

**ARTICLE 1. Scope of Work**

1.1 The scope of work to be performed hereunder is more completely described in Appendix A which is incorporated herein by reference.

**ARTICLE 2. Compensation**

2.1 Compensation shall be paid in accordance with the Basis of Compensation Schedule attached hereto as Appendix B and incorporated herein by reference.

**ARTICLE 3. Period of Performance**

3.1 The Consultant agrees to commence work under this agreement only as authorized by and in accordance with written notice to proceed and to complete the work in accordance with the Scope of Work (Appendix A).

3.2 The period of performance under this agreement shall end and Consultant shall have completed all work under this agreement within 365 days of the written Notice to Proceed. Work shall proceed in accordance with the schedule set forth in Appendix A.

**Agreement for Professional Services**  
**Project: Design Service –**  
**Pavement Management Phase II**  
**Project No. 20-310-1200**  
**Contract No. 1631**  
**Cost Code: 310-1200-58000**



**ARTICLE 4. Subconsultants**

4.1 The Consultant shall be responsible for the performance of all services required under this agreement.

**ARTICLE 5. Insurance**

5.1 In accordance with the provision contained in the General Conditions (Appendix C), the following minimum limits of insurance coverage are required:

<u>Type of Insurance</u>	<u>Limits of Liability</u>	
	<u>Each Occurrence</u>	<u>Aggregate</u>
Workers' Compensation	Statutory	Statutory
Employers' General	\$ 100,000	\$ 300,000
Commercial General Liability*	\$1,000,000	\$2,000,000
Comprehensive Automobile Liability	\$ 100,000	\$ 300,000
Professional Liability*	\$1,000,000	\$2,000,000

\*(including Broad Form Property Damage Coverage and Completed Operations Coverage)

**ARTICLE 6. Appendices**

6.1 The following appendices are attached to this agreement and incorporated herein:

<u>Appendix</u>	<u>Title</u>
A	Scope of Work
B	Basis of Compensation
C	General Conditions

Agreement for Professional Services  
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IN WITNESS WHEREOF, the parties to this presence have executed this CONTRACT in two (2) counterparts, each of which shall be deemed an original, in the year and day first mentioned above.

**DOWL, LLC**

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

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

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

FEDERAL ID #: \_\_\_\_\_

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Signature of Company Secretary or Attest

Date: \_\_\_\_\_

**CITY OF VALDEZ, ALASKA  
APPROVED:**

\_\_\_\_\_  
Jeremy O'Neil, Mayor

Date: \_\_\_\_\_

**ATTEST:**

\_\_\_\_\_  
Sheri L. Pierce, MMC, City Clerk

Date: \_\_\_\_\_

\_\_\_\_\_  
Mark Detter, City Manager

Date: \_\_\_\_\_

**RECOMMENDED:**

\_\_\_\_\_  
Nathan Duval, Capital Facilities Director

Date: \_\_\_\_\_

**APPROVED AS TO FORM:**  
Brena, Bell & Walker, P.C.

\_\_\_\_\_  
Jon S. Wakeland

Date: \_\_\_\_\_

**Agreement for Professional Services**  
**Project: Design Service –**  
**Pavement Management Phase II**  
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## **Appendix A**

### **Scope of Work**

#### **BASIC SERVICES**

Provide all engineering and support services necessary to provide the City of Valdez:

With public involvement, surveying, civil engineering, support during bidding, construction contract administration, project closeout services, geotechnical analysis and design for Pavement Management Phase II inclusive of Black Gold Subdivision along Cottonwood and side streets north of the park strip.

#### **PROJECT LOCATIONS AND DESCRIPTIONS**

This scope of work pertains to the project locations described by the City of Valdez as Pavement Management Phase II. Specifically, Cottonwood Drive, N. Moraine Drive, N. Snow Tree Drive, N. Waterfall Drive, N. Glacier Drive and Coho Place.

- Design replacement AC pavement surface for subdivision.
- Design replacement of curb, gutter, pedestrian walkways, and improve drainage in accordance with the pavement management plan.
- Design replacement of utilities including but not limited to valve boxes, fire hydrants, and street lights.
- Coordinate with local electric and telecom utilities affected by the project area.
- Coordinate with local and state businesses within the project area.
- Coordinate with local residence within the project area.
- Provide 35%, 65%, and 95% drawings for the project.
- Provide cost estimate to facilitate issuance of general bond.

Optional scope:

Design cul-de-sac extension on North Waterfall Drive to park strip and improve drainage.

The scope of work is more specifically described in the attached proposal dated June 5, 2020 which is incorporated herein by reference.

## **Appendix B**

### **Basis of Compensation**

On completion of work and submission of invoices, the City shall pay to consultant the compensation as follows:

Payment shall be made based on the proposed fee and shall not exceed \$649,263.30 per the proposal attached to Appendix A of this Agreement, without prior authorization by the City as required in Section V of the General Conditions (Appendix C).



June 5, 2020

Mr. Brad Sontag  
City of Valdez  
Capital Projects and Engineering  
Pioneer Field Airport  
300 Airport Road, STE 201  
Valdez, AK 99686

**Subject:        *Revised - Design Service – Pavement Management Phase II***  
**Project No. 20-310-1200 (Black Gold Subdivision)**

Dear Mr. Sontag:

Thank you for the opportunity to provide professional services to the City of Valdez (City) for the second phase of the pavement management project. Project limits are within the Black Gold Subdivision north of the park strip. The primary corridor is Cottonwood Drive between Klutina Street and Copper Drive. The project also includes five cul-de-sacs adjacent to Cottonwood Drive (Coho Place, North Glacier Drive, North Waterfall Drive, North Snowtree Drive, North Moraine Drive).

**Phase 1 – Survey (Lump Sum Fee of \$20,685.00)**

Shortly after notice to proceed DOWL's survey team will begin research and precomputations in preparation for the boundary survey. They will schedule the field survey and arrange for utility locates to coincide with the field work.

On-site survey will establish horizontal and vertical control. A topographic survey will extend to front house corners, collecting key features such as driveways, landscaping, utilities, etc. Property corners will be collected in order to establish the right of way (ROW). Invert elevations will be collected for storm and sewer utilities. The water main depth will be established with spot elevations at intermittent valve boxes.

**Assumptions:**

- Public works will clean all storm drain catch basins and manholes prior to the field work
- Project control will be 5/8-inch rebar with aluminum caps
- Elevations will be set off local benchmarks and transferred throughout the project with digital levels
- Topographic survey will typically extend from project centerline to front house corners
- At either end of the project, survey will extend ~100 feet up side streets
- Work will be performed with a combination of RTK GPS and conventional methods

**Deliverables:**

- Basemap with existing features and ROW

**Target Completion Date**

- Field Survey: August 2020
- Basemap Complete: Mid-September 2020

## **Phase 2 – 35% Concept Design (Lump Sum Fee of \$57,715.75)**

As the survey effort begins to mobilize, the design team will host a kick-off meeting with Capital Projects staff via teleconference to set expectations and review the proposed schedule. DOWL will meet with the City to review the proposed project scope, schedule, and budget, initiate communication protocols for the project, and identify additional stakeholders who should be involved in subsequent meetings.

Naomi Hobbs, PE, of DOWL, will be the project manager and sole point of contact for the City. Toby Lockhart, PE, of DOWL will be the project engineer and will lead the design team. The lighting design will be performed by Davin Blubaugh, PE, of RSA Engineering, Inc.

DOWL will conduct bi-weekly coordination calls with the City project manager to provide progress updates and discuss any design changes. DOWL will update the schedule monthly.

As needed, DOWL will coordinate meetings for project staff and the City to discuss the progress of the project, draft deliverables presented to the City, and stakeholder feedback. DOWL will prepare and submit monthly invoices and progress reports.

Design work will begin with research to obtain all existing as-builts and available geotechnical data. Once the basemap is complete a typical section will be developed in conjunction with two-dimensional linework for the proposed curblines and sidewalks. The depth and materials employed within the typical section will be developed with input from our geotechnical engineers and the City. DOWL will develop cost estimates for typical section alternatives. A rough layout for the lighting system and a new storm drain system will be developed.

Shortly after completion and agreement upon the 35% design, DOWL will make a site visit to both review the design details with the City and present the key concepts of the design at a public meeting.

### **Assumptions:**

- One virtual meeting will be required for the project kickoff
- One trip will be made to Valdez for a public meeting
- With the exception of adjusting sewer manhole frames and replacing water valve boxes, the water and sewer systems do not need to be replaced

### **Deliverables:**

- Project schedule
- Summaries of coordination meetings
- Progress reports and invoices
- 35% design (typical section, roadway layout, and cost estimate)

### **Target Completion Date**

- 35% plans and estimate: October 2020
- 35% Review and Public Meeting: Early November 2020

### **Phase 3 – 65% Design (Lump Sum Fee of \$56,505.75)**

DOWL will incorporate feedback from the 35% review and public meeting. A profile and Civil 3D corridor will be created, and rough grading performed. The storm drain and lighting layouts will be refined and details will be created. Summary tables will be started and earthwork quantities refined.

#### **Assumptions:**

- All feedback and direction from the City on the 35% submittal and public meeting is received within one week of the public meeting

#### **Deliverables:**

- Project schedule
- Summaries of coordination meetings
- Progress reports and invoices
- 65% plans, estimate, and specifications outline

#### **Target Completion Date**

- 65% plans, estimate, and specifications outline: Mid- December

### **Phase 4: 95% Design (Lump Sum Fee of \$71,374.00)**

DOWL will incorporate feedback from the 65% review meeting. Final grading will be performed, and intersection details will be added. The storm drain and lighting layouts will be refined and details will be finalized. All necessary summary tables will be completed, survey control, traffic control, painting and striping plans, and erosion and sediment control sheets will be added. The engineer's estimate will be refined, and complete specifications created.

#### **Assumptions:**

- Feedback from the City on the 65% submittal is received within one week
- The review meeting will be held virtually – no site visit is required
- Specifications will be based on City standards

#### **Deliverables:**

- Project schedule
- Summaries of coordination meetings
- Progress reports and invoices
- 95% plans, specifications, and estimate

#### **Target Completion Date**

- 95% plans, specifications, and estimate: Early February 2020

### **Phase 5: 100% Design (Lump Sum Fee of \$47,355.00)**

DOWL will incorporate feedback from the 95% review meeting. Final grading and intersection details will be refined as necessary. The storm drain and lighting designs will be refined as required. All plan sheets and specifications will be finalized as required, with special consideration given for construction phasing and traffic control requirements.

Final bid-ready documents will be signed and sealed for advertisement. Bid-period services will be provided as requested.

Assumptions:

- Feedback from the City on the 95% submittal is received within one week
- The review meeting will be held virtually – no site visit is required

Deliverables:

- Project schedule
- Meeting summaries of coordination meetings
- Progress reports and invoices
- 100% bid-ready plans, specifications, and estimate

Target Completion Date

- 100% bid-ready documents: Early March 2020

**Phase 6: Construction Administration (Lump Sum Fee of \$311,312.80)**

DOWL will perform a number of tasks prior to on-site construction. These services will begin with setup of project software, review and coordination of preliminary schedules, SWPPP and traffic control plan reviews, material submittal reviews, and ultimately hosting the preconstruction meeting.

Once the contractor mobilizes to Valdez, DOWL will provide on-site construction administration services. We will initially document pre-construction conditions, and then we will document and ensure that the construction proceeds in accordance with the contract documents. We will issue RFPs and administer change orders as required. We will process pay requests and provide design clarifications as necessary.

Upon completion of the on-site construction, we will facilitate the production of record drawings and produce all closeout documentation required by the contract.

Assumptions:

- DOWL will staff this project with one on-site representative from the time the contractor breaks ground until the contractor reaches final completion and we assume this duration will last no more than 14 weeks. If the construction schedule exceeds that duration, DOWL and the City will negotiate continued services.
- DOWL's on-site staff will be setup with a vehicle, lodging in Valdez and cell phone for communication.
- DOWL, or our contracted subconsultants, will provide necessary quality assurance materials testing services, such as in-place density testing.
- Contractor will be responsible for construction quality control (including soil tests such as compaction, gradations, proctors, etc.)



DOWL will produce typical construction documentation deliverables:

- Daily reports
- Materials testing reports
- Change orders
- Pay request recommendations
- Request for information responses and design clarifications
- Record drawing preparation
- Punchlist

Target Completion Date

- Final Construction Completion: September 2021

#### **Phase 7: Public Outreach (Time and Materials Fee of \$29,460.00)**

DOWL will prepare a public involvement plan at the outset of the project in coordination with the City to clearly outline expectations. Mail and email lists will be compiled and maintained by DOWL with regular updates emailed to all stakeholders. DOWL will create comment response logs, draft responses and document all correspondence. Project mailers and advertising will be performed in advance of the public meeting. A project website will be built and maintained. We will organize and present the 35% concept design at the public meeting. We will solicit and compile all comments.

Deliverables:

- Public Involvement Plan
- Project stakeholder mail/email list
- Standalone project website to help with the dissemination of project information and collection of public input

Assumptions:

- One public involvement staff will travel to Valdez for the public meeting

Target Completion Date

- N/A: Phase runs through project

#### **Phase 8: Permitting (Time and Materials Fee of \$4,855.00)**

DOWL will provide all necessary permit applications. The only permits anticipated are associated with the storm sewer replacement. Depending on the extent of changes to the storm sewer system and its proximity to the water main, several Department of Environmental Conservation plan reviews and/or waivers may be required.

Assumptions:

- The City will pay all applicable permit fees
- The only formal lighting system review will be done by the State Fire Marshall and any associated fees will be paid by the City

Deliverables:

- Plan reviews and applications as required

Target Completion Date

- February / March 2020

**Phase 8: Additional Engineering & Construction Admin (Time and Materials Fee of \$50,000.00)**

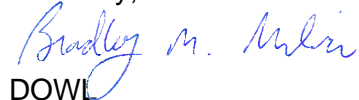
This phase provides funding for additional out of scope work, if needed. DOWL will contact the City Project Manager regarding the out of scope work, provide a proposal and/or documentation of the need for the work and a fee estimate. DOWL complete work only with approval from the City under this phase.

**Fee Summary**

Phase 1 – Survey (Lump Sum)	\$20,685.00
Phase 2 – 35% Concept Design (Lump Sum)	\$57,715.75
Phase 3 – 65% Design (Lump Sum)	\$56,505.75
Phase 4: 95% Design (Lump Sum)	\$71,374.00
Phase 5: 100% Design (Lump Sum)	\$47,355.00
Phase 6: Construction Administration (Lump Sum)	\$311,312.80
Phase 7: Public Outreach (Time and Materials)	\$29,460.00
Phase 8: Permitting (Time and Materials)	\$4,855.00
Phase 9: Additional Engineering and Construction Admin (Time and Materials)	<u>\$50,000.00</u>
<b>Total Lump Sum Fee</b>	<b>\$564,948.30</b>
<b>Total Time and Materials Fee</b>	<b>\$84,315.00</b>
<b>TOTAL FEE PROPOSAL =</b>	<b>\$649,263.30</b>

A fee estimate summarizing the various tasks associated with each phase is attached. Please let me know if you have any questions or would like additional information.

Sincerely,



DOWL  
Bradley M. Melocik, P.E., P.H.  
Senior Project Manager



<b>Summary</b>	<b>Project: Pavement Management Phase II</b> <b>Client: City of Valdez</b> <b>Project or Contract #: 1150.63198.00</b> <b>6/5/2020</b>					Prepared By:
						I. Malto/T. Lockhart
						Reviewed By:
						B. Melocik

Phase Name	Task		Labor Subtotal		Direct Expenses Subtotal	Subconsultants	Project Totals
			Hours	Cost			
Phase 1: Survey	1	Project Management, Invoicing, Scheduling	2	\$ 370.00	\$ -	\$ -	\$ 370.00
	2	Travel and Logistics	18	\$ 3,420.00	\$ 1,015.00	\$ -	\$ 4,435.00
	3	Research and Precomputations	4	\$ 500.00	\$ -	\$ -	\$ 500.00
	4	Boundary Survey	12	\$ 2,280.00	\$ 395.00	\$ -	\$ 2,675.00
	5	Field Survey	28	\$ 5,320.00	\$ 790.00	\$ -	\$ 6,110.00
	6	Utility Locates	6	\$ 950.00	\$ 395.00	\$ -	\$ 1,345.00
	7	Utility As-builts	4	\$ 760.00	\$ -	\$ -	\$ 760.00
	8	Survey Data Processing	18	\$ 1,770.00	\$ -	\$ -	\$ 1,770.00
	9	Basemap Creation	12	\$ 1,140.00	\$ -	\$ -	\$ 1,140.00
	10	Basemap QC	4	\$ 630.00	\$ -	\$ -	\$ 630.00
	11	Final Basemap	2	\$ 190.00	\$ -	\$ -	\$ 190.00
	12	Reporting	6	\$ 760.00	\$ -	\$ -	\$ 760.00
	<input type="checkbox"/> T&M <input checked="" type="checkbox"/> Lump Sum <input type="checkbox"/> Other    Subtotal			116	\$ 18,090.00	\$ 2,595.00	\$ -
Phase 2: 35% Concept Design	1	Project Administration	8	\$ 1,560.00	\$ -	\$ -	\$ 1,560.00
	2	Kick-Off Meeting with City of Valdez	6	\$ 1,100.00	\$ 1,040.00	\$ -	\$ 2,140.00
	3	Progress Reports/Monthly Meetings/Schedule Updates	22	\$ 3,830.00	\$ -	\$ -	\$ 3,830.00
	4	35% Design Development	-	\$ -	\$ -	\$ -	\$ -
	5	Typical Sections	78	\$ 10,890.00	\$ -	\$ -	\$ 10,890.00
	6	Roadway Design	124	\$ 17,940.00	\$ -	\$ -	\$ 17,940.00
	7	Design QC	10	\$ 1,870.00	\$ -	\$ -	\$ 1,870.00
	8	Cost Evaluation of Alternatives	26	\$ 4,590.00	\$ -	\$ -	\$ 4,590.00
	9	35% Design Review Meeting in Valdez	42	\$ 7,700.00	\$ 2,100.00	\$ -	\$ 9,800.00
	10	Lighting Design	-	\$ -	\$ -	\$ 5,095.75	\$ 5,095.75
	<input type="checkbox"/> T&M <input checked="" type="checkbox"/> Lump Sum <input type="checkbox"/> Other    Subtotal			316	\$ 49,480.00	\$ 3,140.00	\$ 5,095.75



<b>Project: Pavement Management Phase II</b> <b>Client: City of Valdez</b> <b>Project or Contract #: 1150.63198.00</b> <b>6/5/2020</b>							Prepared By: <b>I. Malto/T. Lockhart</b>  Reviewed By: <b>B. Melocik</b>
<b>Summary</b>							
Phase Name	Task		Labor Subtotal		Direct Expenses Subtotal	Subconsultants	Project Totals
			Hours	Cost			
Phase 3: 65% Design	1	Project Administration	2	\$ 390.00	\$ -	\$ -	\$ 390.00
	2	Progress Reports/Monthly Meetings/Schedule Updates	20	\$ 3,440.00	\$ -	\$ -	\$ 3,440.00
	3	65% Design Development	-	\$ -	\$ -	\$ -	\$ -
	4	Plans	204	\$ 29,940.00	\$ -	\$ -	\$ 29,940.00
	5	Specifications	42	\$ 6,210.00	\$ -	\$ -	\$ 6,210.00
	6	Estimate	50	\$ 7,250.00	\$ -	\$ -	\$ 7,250.00
	7	Design QC	10	\$ 1,870.00	\$ -	\$ -	\$ 1,870.00
	8	Design Review Meeting	6	\$ 1,100.00	\$ -	\$ -	\$ 1,100.00
	9	Lighting Design	-	\$ -	\$ -	\$ 6,305.75	\$ 6,305.75
	<input type="checkbox"/> T&M <input checked="" type="checkbox"/> Lump Sum <input type="checkbox"/> Other <b>Subtotal</b>		<b>334</b>	<b>\$ 50,200.00</b>	<b>\$ -</b>	<b>\$ 6,305.75</b>	<b>\$ 56,505.75</b>
Phase 4: 95% Design	1	Project Administration	2	\$ 390.00	\$ -	\$ -	\$ 390.00
	2	Progress Reports/Monthly Meetings/Schedule Updates	20	\$ 3,440.00	\$ -	\$ -	\$ 3,440.00
	3	95% Design Development	-	\$ -	\$ -	\$ -	\$ -
	4	Plans	304	\$ 44,540.00	\$ -	\$ -	\$ 44,540.00
	5	Specifications	62	\$ 9,770.00	\$ -	\$ -	\$ 9,770.00
	6	Estimate	50	\$ 7,250.00	\$ -	\$ -	\$ 7,250.00
	7	Design QC	10	\$ 1,870.00	\$ -	\$ -	\$ 1,870.00
	8	Design Review Meeting	6	\$ 1,100.00	\$ -	\$ -	\$ 1,100.00
	9	Lighting Design	-	\$ -	\$ -	\$ 3,014.00	\$ 3,014.00
	<input type="checkbox"/> T&M <input checked="" type="checkbox"/> Lump Sum <input type="checkbox"/> Other <b>Subtotal</b>		<b>454</b>	<b>\$ 68,360.00</b>	<b>\$ -</b>	<b>\$ 3,014.00</b>	<b>\$ 71,374.00</b>
Phase 5: 100% Design	1	Project Administration	2	\$ 390.00	\$ -	\$ -	\$ 390.00
	2	Progress Reports/Monthly Meetings/Schedule Updates	15	\$ 2,575.00	\$ -	\$ -	\$ 2,575.00
	3	100% Design Development	-	\$ -	\$ -	\$ -	\$ -
	4	Plans	184	\$ 27,340.00	\$ -	\$ -	\$ 27,340.00
	5	Specifications	30	\$ 4,490.00	\$ -	\$ -	\$ 4,490.00
	6	Estimate	30	\$ 4,490.00	\$ -	\$ -	\$ 4,490.00
	7	Design QC	10	\$ 1,870.00	\$ -	\$ -	\$ 1,870.00
	8	Advertisement/Bidding Assistance	28	\$ 4,880.00	\$ -	\$ -	\$ 4,880.00
	9	Lighting Design	-	\$ -	\$ -	\$ 1,320.00	\$ 1,320.00
	<input type="checkbox"/> T&M <input checked="" type="checkbox"/> Lump Sum <input type="checkbox"/> Other <b>Subtotal</b>		<b>299</b>	<b>\$ 46,035.00</b>	<b>\$ -</b>	<b>\$ 1,320.00</b>	<b>\$ 47,355.00</b>



Project: Pavement Management Phase II Client: City of Valdez Project or Contract #: 1150.63198.00 6/5/2020							Prepared By: I. Malto/T. Lockhart  Reviewed By: B. Melocik
Summary							
Phase Name	Task		Labor Subtotal		Direct Expenses Subtotal	Subconsultants	Project Totals
			Hours	Cost			
Phase 6: Construction Administration	1	Preliminary Activities	-	\$ -	\$ -	\$ -	\$ -
	2	Coord. With Contractor/Contractor Management	14	\$ 2,150.00	\$ -	\$ -	\$ 2,150.00
	3	Newforma/Submittal Exchange Set-up	8	\$ 1,110.00	\$ -	\$ -	\$ 1,110.00
	4	SWPPP Review, Approval, Management	13	\$ 1,710.00	\$ -	\$ -	\$ 1,710.00
	5	Preconstruction Meeting	20	\$ 2,895.00	\$ -	\$ -	\$ 2,895.00
	6	Scheduling, logistics, mobilization	48	\$ 7,100.00	\$ -	\$ -	\$ 7,100.00
	7	Safety Planning, Training, & Coordination	10	\$ 1,450.00	\$ -	\$ -	\$ 1,450.00
	8	Construction Administration	-	\$ -	\$ -	\$ -	\$ -
	9	Project Management, Invoicing, Scheduling	28	\$ 5,080.00	\$ -	\$ -	\$ 5,080.00
	10	Submittal Reviews	94	\$ 13,090.00	\$ -	\$ -	\$ 13,090.00
	11	On-site Construction Administration	980	\$ 160,650.00	\$ 37,030.00	\$ 27,800.30	\$ 225,480.30
	12	SWPPP Oversight & Management	16	\$ 2,000.00	\$ -	\$ -	\$ 2,000.00
	13	RFIs/Change Orders	154	\$ 23,060.00	\$ -	\$ -	\$ 23,060.00
	14	Pay Application Recommendations	26	\$ 3,542.50	\$ -	\$ -	\$ 3,542.50
	15	Coord. With Contractor/Contractor Management	21	\$ 3,255.00	\$ -	\$ -	\$ 3,255.00
	16	Weekly Progress Meetings	49	\$ 7,070.00	\$ -	\$ -	\$ 7,070.00
	17	Demobilization	32	\$ 4,700.00	\$ -	\$ -	\$ 4,700.00
	18	Close-out	-	\$ -	\$ -	\$ -	\$ -
	19	Develop Close-out Documentation Summary/Checklist	10	\$ 1,430.00	\$ -	\$ -	\$ 1,430.00
	20	Contractor As-built Coordination	16	\$ 2,110.00	\$ -	\$ -	\$ 2,110.00
	21	Record Drawings	28	\$ 2,900.00	\$ -	\$ -	\$ 2,900.00
	22	QA of Close-out Documentation & Record Drawings	8	\$ 1,180.00	\$ -	\$ -	\$ 1,180.00
	<input type="checkbox"/> T&M <input checked="" type="checkbox"/> Lump Sum <input type="checkbox"/> Other		Subtotal	1575	\$ 246,482.50	\$ 37,030.00	\$ 27,800.30
Phase 7: Public Outreach	1	Public Involvement Plan	8	\$ 1,415.00	\$ -	\$ -	\$ 1,415.00
	2	Assistance with bond promotion & social media	24	\$ 3,640.00	\$ -	\$ -	\$ 3,640.00
	3	Mailing list and Quarterly Email updates	23	\$ 3,315.00	\$ -	\$ -	\$ 3,315.00
	4	Stakeholder comments and responses	20	\$ 2,980.00	\$ -	\$ -	\$ 2,980.00
	5	Mailers and advertising	18	\$ 2,440.00	\$ -	\$ -	\$ 2,440.00
	6	Project website	30	\$ 4,490.00	\$ -	\$ -	\$ 4,490.00
	7	Public Meeting at 35%	70	\$ 10,610.00	\$ 570.00	\$ -	\$ 11,180.00
	<input checked="" type="checkbox"/> T&M <input type="checkbox"/> Lump Sum <input type="checkbox"/> Other		Subtotal	193	\$ 28,890.00	\$ 570.00	\$ -
Phase 8: Permitting	1	DEC Stormwater Plan Review	13	\$ 1,905.00	\$ -	\$ -	\$ 1,905.00
	2	DEC Wastewater Plan Review	13	\$ 1,905.00	\$ -	\$ -	\$ 1,905.00
	3	DEC Drinking Water Waivers	7	\$ 1,045.00	\$ -	\$ -	\$ 1,045.00
	<input type="checkbox"/> T&M <input type="checkbox"/> Lump Sum <input type="checkbox"/> Other		Subtotal	33	\$ 4,855.00	\$ -	\$ -



<div> <div>Project: Pavement Management Phase II</div> <div>Client: City of Valdez</div> <div>Project or Contract #: 1150.63198.00</div> <div>6/5/2020</div> </div>							
Summary							
Phase Name	Task		Labor Subtotal		Direct Expenses Subtotal	Subconsultants	Project Totals
			Hours	Cost			
Phase 9: Add'l Engineering and Construction Admin	1	Additional work as directed	340	\$ 49,840.00	\$ 160.00		\$ 50,000.00
	<input type="checkbox"/> T&M <input type="checkbox"/> Lump Sum <input type="checkbox"/> Other    _____		Subtotal	340	\$ 49,840.00	\$ 160.00	\$ 50,000.00
	TOTAL		3320	\$ 562,232.50	\$ 43,495.00	\$ 43,535.80	\$ 649,263.30

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## Appendix C General Conditions

### I. Definitions:

Basic Services: The identified work elements set forth in this Agreement for which the Consultant will receive prime compensation.

Change: An addition to, or reduction of, or other revision in the scope, complexity, character, or duration of the services or other provisions of this Agreement.

City's Project Manager: City's representative in charge of the project(s) and the consultant's primary point of contact for notice(s) to proceed, invoices, correspondence and interface with the City.

Consultant's Project Manager: The Consultant's representative in charge of the project(s) who is directly responsible and engaged in performing the required services.

Extra Services: Any services or actions required of the Consultant above and beyond provisions of this Agreement.

Funding Agency(s): The agency(s) of the federal, state or municipal government which furnishes funds for the Consultant's compensation under this Agreement.

Optional Services: Identifiable and/or indeterminate work elements set forth in this Agreement, which are separate and distinct from those covered by the prime compensation, which the City has the option to authorize.

Prime Compensation: The dollar amount paid to the Consultant for basic services set forth in this Agreement. Prime compensation does not include payment for any optional or extra services.

Scope of Work: Basic and optional services required of the Consultant by provisions of this Agreement.

Subconsultant: Any person, firm, corporation, joint venture, partnership or other entity engaged through or by Consultant.



**II. Information and Services from Others:**

Provisions of information, data, budget, standards, and other materials by the City does not warrant their accuracy or quality nor provide approval of omissions or oversights or of any non-compliance with applicable regulation.

The City may, at its election, or in response to a request from the Consultant, furnish information or services from other Consultants. If, in the Consultant's opinion, such information or services are inadequate, the Consultant must notify the City of the specific service or material deemed inadequate and the extent of the inadequacy prior to use in the performance of this Agreement. Unless so notified by the Consultant, the City may assume the information or services provided are adequate.

**III. Indemnification**

To the fullest extent permitted by law, the Consultant shall indemnify, defend, and hold harmless the City from and against any claim of, or damages, losses, expenses and liability (including but not limited to fees and charges of engineers, architects, attorneys, and other professionals, and court, mediation and/or arbitration costs) for negligent acts, errors, and omissions of the Consultant, Subconsultant, persons or organizations directly or indirectly employed or engaged by Consultant or Subconsultant under this Agreement. The Consultant is not required to indemnify, defend, or hold harmless the City for a claim of, or liability for the independent negligent acts, errors, and omissions of the City. If there is a claim of, or liability for a joint negligent act, error, or omission of the Consultant and the City, the indemnification, defense, and hold harmless obligation of this provision shall be apportioned on a comparative fault basis. In this provision, "Consultant" and "City" include the employees, agents, and contractors who are directly responsible, respectively, to each. In this provision, "independent negligent acts, errors, and omissions" means negligence other than in the City's selection, administration, monitoring, or controlling of the Consultant, or in approving or accepting the Consultant's work.

**IV. Insurance:**

All of the insurance coverages listed in Article 5 shall be purchased by the Consultant. The City shall be made an additional insured on the Consultants Commercial General Liability policy in connection with the activities related to this contract. The Consultant shall purchase and maintain the Article 5 insurance coverages with limits not less than those specified for the duration of the Agreement. The professional liability insurance shall be maintained in force for one year following the date of final payment for the work performed herein. The amount of the contract may be renegotiated if the insurance premiums for the following year are raised over those in force when the contract was let. Should the professional liability insurance become unavailable during the one year period following the date of final payment, the insurance coverage may be renegotiated between the owner and the Consultant.



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Insurance coverage shall provide for negligent acts, errors or omissions which the Consultant, employees of the Consultant or Subconsultant may make which produce loss or liability to the Owner and for the protection against loss which results from reliance on the Consultant's products, reports or a combination thereof. Failure to comply with the provision for maintaining the insurance in effect for one year following the date of final payment may be cause for the Owner to refrain from dealing with the Consultant in the future.

**V. Payments:**

The City shall pay to the Consultant the amount of any changes in the cost of insurance that are attributable to the Scope of Work created by change orders.

Payments shall be made in accordance with Appendix B. Consultant shall submit progress invoices to City in duplicate showing the itemized services performed during the invoice period and the charges therefore.

All progress invoices shall be prepared as a percentage of the work is completed except contracts performed on "time and expenses" basis which invoiced amounts shall not exceed the actual charges to the invoice date.

Under no circumstances will City pay for charges in excess of any lump-sum or not-to-exceed contract amount incurred prior to written authorization by City for an increase in the contract amount. Written request for an increase in the contract amount shall be given to City with sufficient notice to allow City to issue formal approval prior to the incurring of excess charges without delay to the work.

On "time and expenses" contract amounts, compensation for work included in the Scope of Work shall be for direct labor costs and the actual cost of reimbursable expenses. Direct labor costs shall be as shown on the current Standard Labor Rates for the Consultant, a copy of which is attached as Appendix D, times a factor of n/a, for services rendered by principals and employees of the firm. Reimbursable expenses mean the actual expenses incurred directly or indirectly in connection with the Project for: transportation and subsistence incidental thereto; obtaining bids or proposals from contractor(s); furnishing and maintaining field office facilities; toll telephone calls and telegrams; reproduction of reports, drawings, specifications, and similar project-related items and, if authorized in advance by City, overtime work requiring higher than regular rates. Reimbursable expenses shall also include the amount billed to Consultant by Subconsultant employed by consultant for such Subconsultants' services and reimbursable expenses times a factor of 1.05.

The sum of payments shall not exceed the allowable compensation stated in this Agreement. In the event items on an invoice are disputed, payment on those items will be withheld until the dispute is resolved.

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The Consultant shall submit a final invoice and required documentation for services authorized by each Notice to Proceed within Ninety (90) days after final acceptance by the City. The City will not be held liable for payment of invoices submitted after this time unless prior written approval has been given.

**VI.           Changes:**

Changes in the Scope of Work or of services may only be made by written amendment signed by both City and Consultant.

If at any time the City through its authorized representatives, either orally or in writing, requests or issues instructions for extra services or otherwise directs actions which conflict with any provisions of this Agreement, the Consultant shall, within ten (10) days of receipt and prior to pursuing such instructions, notify the City in writing, and to the extent possible, describe the scope and estimated cost of any extra services. Unless so notified by the Consultant, the City may assume such instructions have not changed any provisions of this Agreement nor require additional compensation. No additional payments shall be made to the Consultant without such notice.

**VII.          Audits and Records:**

The Consultant shall maintain records of all performances, communications, documents, and correspondence pertinent to this Agreement, and the City or its authorized representatives shall have the right to examine such records and accounting procedures and practices.

The materials described in the Article shall be made available at the business office of the Consultant, at all reasonable times, for inspection, audit or reproduction by City or any funding agency, for a minimum of three years from the date (a) of final payment under this Agreement (b) final payment upon claims or disputes, and for such longer period, if any, as may be required by applicable statute or other provisions of this Agreement.

**VIII.         Inspections:**

The City, or any funding agency, has the right to inspect, in the manner and at reasonable times it considers appropriate during the period of this Agreement, all facilities, materials and activities of the Consultant in the performance of this Agreement.

**IX.           Termination or Suspension:**

This Agreement may be terminated by either party upon ten (10) day's written notice if the other party fails substantially to perform in accordance with its terms through no fault of the party initiating the termination (default termination). If the City terminates this

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Agreement, the City will pay the Consultant a sum equal to the percentage of work completed that can be substantiated by the Consultant and the City. If the City becomes aware of any fault or defect in the work of the Consultant or nonconformance with this Agreement, the City will give prompt written notice thereof to the consultant. Should the Consultant's services remain in nonconformance with this Agreement, the percentage of total compensation attributable to the nonconforming work may be withheld.

The City at any time may terminate (convenience termination) or suspend this Agreement for its own needs or convenience. In the event of a convenience termination or suspension for more than three months, the Consultant will be compensated for authorized services and authorized expenditures performed to the date of receipt of written notice of termination plus reasonable termination expenses. NO fee or other compensation for the uncompleted portion of the services will be paid, except for already incurred indirect costs which the Consultant can establish and which would have been compensated for over the life of this Agreement, but because of the convenience termination would have to be absorbed by the Consultant without further compensation.

If state or federal funds support this Agreement, settlement in the event of default or convenience termination must be approved by the City and any appropriate state or federal agency.

X. Officials Not to Benefit:

No member of or delegate to Congress, United States Commissioner or other officials of federal, state or local government shall be admitted to any share or part of this Agreement or any benefit to arise therefrom. The Consultant warrants that it has not employed or retained any organization or person, other than a bona fide employee working for the Consultant, to solicit or secure this Agreement and that it has not paid or agreed to pay any consideration contingent upon or resulting from this Agreement.

XI. Independent Consultant:

Except in those instances specifically provided for herein, the Consultant and any of its agents and employees shall act in an independent capacity and not as agents of the City in the performance of the Agreement.

XII. Ownership of Work Products:

Work products produced under this Agreement, except items which have preexisting copyrights, are the property of the City. Payments to the Consultant for services hereunder includes full compensation for all work products, field notes, interim work, reports, and other materials produced by the Consultant and its Subconsultants pertaining to this Agreement. Any re-use the City might make of these work products shall be at the City's own

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risk and the Consultant shall not incur any liability for the City's re-use of the work products on any project for which they were not intended.

**XIII. Subconsultants, Successors and Assigns:**

The City must concur in the selection of all Subconsultants for professional services to be engaged in performance of this Agreement.

As soon as practicable after the award of the contract, the Consultant shall furnish to the City in writing the names of the proposed Subconsultants for each of the principal portions of the work. The City shall promptly notify the Consultant if it has reasonable objection to any of the proposed Subconsultants. Failure of the City to give prompt notification shall constitute notice of no reasonable objection. The Consultant shall not contract with any Subconsultant to whom the City has made reasonable objection.

If this Agreement includes named firms or individuals, then such firms or individuals shall be employed for the designated services, unless the Agreement is changed by amendment.

The Consultant shall not assign, sublet or transfer any interest in this Agreement without the prior written consent of the City.

The Consultant binds itself, its partners, its Subconsultants, assigns and legal representatives to this Agreement and to the successors, assigns and legal representatives of the City with respect to all covenants of this Agreement.

The Consultant shall include provisions appropriate to effectuate the purposes of this Appendix C in all subcontracts executed to perform services under this Agreement in which subcontract amount exceeds \$40,000.

**XIV. Claims and Disputes:**

If the Consultant becomes aware, or reasonably should have become aware of any act or occurrence which may form the basis of a claim, the consultant shall immediately inform the City's Project Manager. If the matter cannot be resolved within seven (7) days, the Consultant shall within the next fourteen (14) days submit written notice of the facts which may form the basis of the claim.

In addition, all claims by the Consultant for additional compensation or an extension of the time for performance of any dispute regarding a question of fact or interpretation of this Agreement shall be presented in writing by the Consultant to the City's Project Manager within the next sixty (60) days unless the Project Manager agrees in writing to an extension of time for good cause shown. Good cause shown includes time for the Consultant to prepare the claim, and the City's Project Manager will grant an extension of not more than

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sixty (60) days for preparation of the claim. The Consultant agrees that unless these written notices are provided, the Consultant shall not be entitled to additional time or compensation for such act, event or condition. The Consultant shall in any case continue diligent performance under this Agreement. The Consultant shall in any case continue to expeditiously accomplish disputed services pending future resolution of the Consultant's claim unless notified by the City to stop work on the disputed matter.

In presenting any claim, the Consultant shall specifically include, to the extent then possible, the following:

- The provisions of this Agreement that apply to the claim and under which it is made.
- The specific relief requested including any additional compensation claimed and the basis upon which it was calculated and/or the additional time requested and the basis upon which it was calculated.
- The claim will be acknowledged in writing by the City's Project Manager. If the claim is not disposed of within sixty (60) days of acknowledgement, provided additional time is not granted in writing by the City's Contract Officer, the claim will be decided by the City's Contract Officer. The Contract Officer reserves the right to make a written request to the Consultant at any time for additional information that the Consultant may possess to support the claims(s). The Consultant agrees to provide the City such additional information within thirty (30) days of receipt for such a request. The City's Contract Officer will allow a reasonable time extension for good cause if presented in writing prior to the expiration of the thirty (30) days. Failure to furnish such additional information constitutes a waiver of claim.
- The Consultant will be furnished a written, signed copy of the Contract Officer's decision within ninety (90) days of receipt of all necessary information from the Contractor upon which to base the decision. The Contract Officer's decision is final and conclusive unless, within thirty (30) days of receipt of the decision, the Consultant delivers a notice of appeal to the City Manager. The notice of appeal shall include specific exceptions to the City's decision including specific provision of this Agreement which the Consultant intends to rely upon on appeal. General assertions that the City's decision is contrary to law or to fact are not sufficient.
- The decision of the City Manager will be rendered within 120 days of notice of appeal and the decision constitutes the exhaustion of contractual and administrative remedies.

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All of the insurance coverages listed in Article 5 shall be purchased by the Consultant. The City shall be made an additional insured on the Consultants Commercial General Liability policy in connection with the activities related to this contract. The Consultant shall purchase and maintain the Article 5 insurance coverages with limits not less than those specified for the duration of the Agreement. The professional liability insurance shall be maintained in force for one year following the date of final payment for the work performed herein. The amount of the contract may be renegotiated if the insurance premiums for the following year are raised over those in force when the contract was let. Should the professional liability insurance become unavailable during the one year period following the date of final payment, the insurance coverage may be renegotiated between the owner and the Consultant. Insurance coverage shall provide for negligent acts, errors or omissions which the Consultant, employees of the Consultant or Subconsultant may make which produce loss or liability to the Owner and for the protection against loss which results from reliance on the Consultant's products, reports or a combination thereof. Failure to comply with the provision for maintaining the insurance in effect for one year following the date of final payment may be cause for the Owner to refrain from dealing with the Consultant in the future.XV. Extent of Agreement:

This Agreement, including appendices, represents the entire and integrated Agreement between the City and the Consultant and supersedes all prior negotiations, representations or agreements, either written or oral.

Nothing contained herein may be deemed to create any contractual relationship between the City and any Subconsultants or material suppliers; nor may anything contained herein be deemed to give any third party a claim or right of action against the City or the Consultant that does not otherwise exist without regard to this Agreement.

This Agreement may be changed only by written amendment executed by both the City and the Consultant.

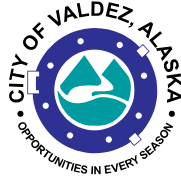
All communications that affect this Agreement must be made or confirmed in writing.

The Consultant receiving final payment will execute a release, if required, relinquishing in full all claims against the City arising out of or by reason of the services and work products furnished under this Agreement.

The Consultant shall pay all federal, state and local taxes incurred by the Consultant and shall require payment of such taxes by any Subconsultant or any other persons in the performance of this Agreement.

XVI. Governing Laws:

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This Agreement is governed by the laws of the State of Alaska and such federal and local laws and ordinances as are applicable to work performed. Any litigation arising out of the terms of this Agreement shall be brought in the Third Judicial District, Superior or District Court at Valdez.

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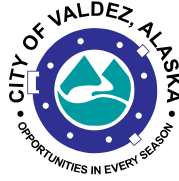
**XVII.        Minimum Wages:**

Minimum wages as determined by the Department of Labor shall be paid to all persons performing work on this Contract.

**City of Valdez**



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## **Contract Release Page 1 of 2**

The undersigned, \_\_\_\_\_ for itself, its owners, partners, successors in interest, assigns trustees, administrators, subcontractors, suppliers, and laborers do hereby release and forever discharge the CITY OF VALDEZ, ALASKA a municipal corporation, as set forth herein related to or arising out of the following described contract ("Contract"):

### **Project: Pavement Management Phase II** **Project Number: 20-310-1200 / Contract Number: 1631**

The undersigned hereby acknowledges receipt of the amount of \$\_\_\_\_\_ as full and final payment in consideration for all services, materials and labors rendered in connection with the Contract.

The undersigned hereby waives and releases any right or claim of lien, any state or federal statutory bond right, any private bond right, any claim for payment under the Contract, and any rights under any similar ordinance, rule, or statute related to claim or payment rights for itself, its owners, directors, officers, its successors in interest, assigns, agents, attorneys, trustees, administrators, subcontractors, suppliers, and laborers.

The undersigned certifies that no amounts payable under the Contract have been assigned to anyone.

The undersigned agrees that this Release is not executed as a result of financial disadvantage. No promise or inducement has been offered or made except as set forth in the above Contract. Accordingly, the undersigned voluntarily waives any and all rights to void this Release or any of its provisions, due to economic or business distress and/or compulsion. The undersigned represents that it is familiar with and has had the opportunity for its attorneys to explain the meaning of decisions of the Alaska Supreme Court applicable to this Release including, but not limited to, *Petroleum Sales, Ltd. v. Mapco of Alaska, Inc.*, 687 P.2d 923 (Alaska 1984); *Totem Marine T. & B. v. Alyeska Pipeline, et. al.*, 584 P.2d 15 (Alaska 1978); and *Witt v. Watkins*, 579 P.2d 1065 (Alaska 1978).

The undersigned hereby declares that the terms of this Release have been completely read and are fully understood, and said terms are voluntarily accepted for the purpose of making a full and final release of any and all payment claims, disputed or otherwise, arising under or by virtue of the Contract. The undersigned represents and warrants that it has the full and complete legal authority to enter into this Release, that the individuals executing this Release have the legal authority to do so, and that this Release shall be binding and enforceable upon it and its representatives, successors, and assigns, in accordance with its terms upon execution. The signature of the undersigned is an acknowledgement that the person signing has the authority to bind the party to this Release.

My Commission expires: \_\_\_\_\_