

CITY OF TEMPE, ARIZONA
ENGINEERING AND TRANSPORTATION DEPARTMENT
DIVISION OF ENGINEERING

**CONTRACT FOR PROFESSIONAL SERVICES
CONSTRUCTION MANAGEMENT
BIKE AND PEDESTRIAN IMPROVEMENTS-COUNTRY CLUB WAY FROM ASU
RESEARCH PARK TO US-60 BIKE PEDESTRIAN BRIDGE**

**PROJECT NO. 6008961
FEDERAL PROJECT NO. TMP-0(255)D
ADOT TRACS NO. T31201C**

This Contract is made and entered into on the 4th day of May, 2023, by and between the City of Tempe, an Arizona municipal corporation (“City”), and **Consultant Engineering, Inc.**, an Arizona corporation (“Consultant”).

City engages Consultant to perform professional services for a project known and described as **Bike and Pedestrian Improvements-Country Club Way from ASU Research Park to US-60 Bike Pedestrian Bridge**, Project No. **6008961** (“Project”).

1. SERVICES OF CONSULTANT

Consultant shall perform the following professional services to City in conformance with applicable professional standards and in accordance with the degree of care and skill that a registered professional in Arizona would exercise under similar conditions:

- 1.1. Consultant shall provide professional services, as described in Exhibit “A” attached.
- 1.2. Consultant has assigned Brian Lizzet as the project manager for this Contract. Prior written approval by City is required in the event Consultant needs to change the project manager. Consultant shall submit the qualifications of the proposed substituted personnel to City for approval prior to any substitution or change.
- 1.3. Consultant shall obtain all necessary permits and licenses required for the performance of its work. Failure of Consultant to obtain said permits prior to the commencement of its work shall constitute a breach of this Contract.
- 1.4. Consultant shall perform the work in a manner and at times which do not impede or delay City’s operations and/or functions.
- 1.5. Consultant shall be solely responsible for any repair, replacement, remediation and/or clean-up of any damage done by Consultant including any impairment of access to City or other lawful invitees, by such work performed on this Project.

2. TERM OF CONTRACT

Consultant shall complete all services within 270 calendar days of the date appearing on the “Notice to Proceed” issued by City. In the event delays are experienced beyond the control of Consultant, the schedule shall be revised as reasonably determined by City in its sole discretion, and pursuant to Section 3, Consultant’s Compensation.

3. CONSULTANT’S COMPENSATION

The method of payment for this Contract is payment by installments. Total compensation for the services performed shall not exceed \$716,629.72, unless otherwise authorized by City.

3.1. Payment for this Contract shall be based on the following Budget Schedule:

<u>Task Description</u>	<u>Method</u>	<u>Amount</u>
Professional Services	Hourly not to Exceed	\$716,629.72
	Total Compensation Not to Exceed:	\$716,629.72

3.2. City shall pay Consultant by installments, each installment based upon monthly progress reports and related, detailed invoices submitted by Consultant. Submittals shall be based on the Budget Schedule and shall include supporting documentation for all Allowances. If Budget Schedule includes an Allowance for reimbursable expenses, in no event will payment exceed actual cost. Invoices shall include job titles and hourly rates when applicable. Hourly rates are established in the attached Exhibit “A” incorporated hereby by this reference and are in effect for the entire Contract term unless City provides written authorization for an hourly rate increase. Consultant shall not exceed any of the specified budget amounts for any Task or Allowance without prior written authorization from City. City may provide written authorization for the transfer of budget amounts between any of the Tasks or Allowances provided the total Contract amount does not exceed the amount indicated in Section 3.1.

3.3. If detailed invoice(s) and progress report(s) are approved by City, installment payments will be made within 30 calendar days after City’s approval.

3.4. Consultant acknowledges and agrees that invoices shall be submitted to City for review and approval no more than 60 calendar days after work or services have been performed. City reserves the right to deny in whole or in part, payment to Consultant, including but not limited to, fees and expenses contained in any invoice not received by the City within 60 calendar days of the date such work or services were performed. This in no way shall be construed to waive or diminish City’s rights and remedies for otherwise withholding funds under Arizona law.

4. CITY'S RESPONSIBILITIES

- 4.1. City shall designate a project manager during the term of this Contract. The project manager has the authority to administer this Contract and shall monitor compliance with all terms and conditions stated herein. All requests for information from or a decision by City on any aspect of the work shall be directed to the project manager.
- 4.2. City shall review requests for information related to the Project by Consultant and will endeavor to provide a prompt response to minimize delay in the progress of Consultant's work. City will also endeavor to keep Consultant advised concerning the progress of City's review of the work. Consultant agrees that City's inspection, review, acceptance or approval of Consultant's work shall not relieve Consultant of its responsibility for errors or omissions of Consultant or its sub-consultant(s).
- 4.3. City reserves the right to conduct an independent value engineering review of the Project.
- 4.4. City may retain a consulting firm to prepare an estimate of construction costs. City may choose not to bid the Project unless and until all estimates received fall within a reasonable variance, as determined by City.
- 4.5. Unless included in Consultant's services as identified in Section 1, City may furnish with or without charge, upon Consultant's reasonable request, the following information to the extent it is within City's possession or control:
 - 4.5.1. One copy of its maps, records, laboratory tests, survey ties, and benchmarks, or other data pertinent to the services. However, Consultant shall be solely responsible for searching the records and requesting specific drawings or information and independently verifying said information.
 - 4.5.2. Available City data relative to policies, regulations, standards, criteria, studies, etc., relevant to the Project.
 - 4.5.3. When required, title searches, legal descriptions, detailed ALTA Surveys, and environmental assessments.

5. TERMINATION AND DEFAULT

- 5.1. City shall be entitled to terminate this Contract at any time, in its discretion. In addition, City may terminate this Contract for default, non-performance, breach or convenience, or abandon any portion of the Project for which services have not been fully or properly performed by Consultant. Termination shall be commenced by delivery of written notice delivered to Consultant, personally or by certified mail at 10625 North 25th Avenue, Suite 200, Phoenix, Arizona 85029.

Termination shall be effective upon 14 calendar days of delivery of notice to Consultant. In addition, this Contract may be terminated pursuant to A.R.S. § 38-511.

- 5.2. Upon the occurrence of Consultant's default, non-performance or breach of the Contract, City may recover any and all damages permitted by law or in equity against Consultant, in addition to termination of the Contract, including but not limited to compensatory damages, together with all costs and expenses as set forth in Section 12 herein.
- 5.3. In the event of Consultant's default, non-performance or breach, City agrees to, before exercising any right or remedy available to it, give Consultant written notice of the default, non-performance or breach. For the 30 calendar days following such notice, Consultant shall have the right to cure such default, non-performance or breach.
- 5.4. If Consultant fails to cure, immediately after receiving notice of termination from City, Consultant shall discontinue performance under this Contract and proceed to close said operations under this Contract. Consultant shall submit a detailed breakdown of completed work to City for evaluation. City shall have the right to inspect Consultant's work to analyze the services completed. Payment to Consultant shall be determined by City upon approval or disapproval of the services completed as of the date of delivery of notice of termination, and pursuant to Section 5.9.
- 5.5. Within 14 calendar days of receipt of notice of termination as set forth herein, Consultant shall deliver to City all drawings, special provisions, field survey notes, reports, estimates and any and all other documents or work product generated by Consultant under the Contract, entirely or partially completed, together with all unused materials supplied by City.
- 5.6. In the event of such termination or abandonment, Consultant shall be paid only for those services performed in a good and workmanlike manner, in accordance with all plans, specifications and governmental requirements completed prior to receipt of said notice of termination, subject to approval by City. To the extent permitted by this Contract, such payment may include reimbursable expenses then incurred by Consultant, in City's sole discretion.
- 5.7. If the remuneration scheduled hereunder is based upon a fixed fee or definitely ascertainable sum, the portion of such sum payable shall be proportionate to the percentage of services completed by Consultant as determined and approved by City based upon the scope of work set forth in Exhibit "A." However, in no event shall the fee exceed that set forth in Section 3 of this Contract.

- 5.8. City shall make a determination as to approval or denial of any requested final payment within 60 calendar days after Consultant has delivered the last of the completed items and the final appraisal has been submitted to City.
- 5.9. The parties agree that in the event of any damages suffered by City as a result of inexcusable delay, default, non-performance or breach by Consultant, City shall be entitled to all remedies under the law. No premium will be awarded to Consultant for delivery and/or performance within the Contract term.

6. INSURANCE

Without limiting any obligations or liabilities, Consultant, at its sole expense, shall purchase and maintain the minimum insurance specified below with companies duly licensed or otherwise approved by the State of Arizona, Department of Insurance, and with forms reasonably satisfactory to City. Each insurer shall have a current A.M. Best Company, Inc. rating of not less than A-VII. Use of alternative insurers requires prior approval from City.

6.1. General Clauses

- 6.1.1. Additional Insured. The insurance coverage, except workers' compensation and professional liability, required by this Contract, shall name City, its agents, representatives, directors, officials, and employees, as additional insured, and shall specify that insurance afforded Consultant shall be primary insurance, and that any self-insured retention and/or insurance coverage carried by City or its employees shall be excess coverage, and not contributory coverage to that provided by Consultant. This provision and the naming of the City as an additional insured shall in no way be construed as giving rise to responsibility or liability of the City for applicable deductible amounts under such policy(s).
- 6.1.2. Coverage Term. All insurance required herein shall be maintained in full force and effect until services required to be performed under the terms of this Contract are satisfactorily completed and formally accepted; failure to do so shall constitute a material breach of this Contract.
- 6.1.3. Primary Coverage. Consultant's insurance shall be primary insurance as respects City, and any insurance or self insurance maintained by City shall be in excess of Consultant's insurance and shall not contribute to it.
- 6.1.4. Claim Reporting. Consultant shall not fail to comply with the claim reporting provisions of the policies or cause any breach of a policy warranty that would affect coverage afforded under the policy to protect City.

- 6.1.5. Waiver. The policies for workers' compensation and general liability shall contain a waiver of transfer rights of recovery (subrogation) against City, its agents, representatives, directors, officers, and employees for any claims arising out of the work of Consultant.
- 6.1.6. Deductible/Retention. The policies may provide coverage, which contains deductibles or self-insured retentions. Consultant shall be solely responsible for deductible or self-insured retentions.
- 6.1.7. Policies and Endorsements. City reserves the right to request and to receive, within 14 calendar days, information on any or all of the above policies or endorsements.
- 6.1.8. Certificates of Insurance. Prior to commencing services under this Contract, Consultant shall furnish City with certificates of insurance, or formal endorsements as required by the Contract, issued by Consultant's insurer(s), as evidence that policies providing the required coverages, conditions, and limits required by this Contract are in full force and effect. Such certificates shall identify this Contract by referencing the Project number and/or Project name and shall provide for not less than 30 calendar days advance written notice by certified mail to City of cancellation or termination of insurance.
- 6.1.9. Sub-consultants/Contractors. Consultant shall include all sub-consultants and subcontractors as insured under its policies or shall furnish separate certificates and endorsements for each sub-consultant and subcontractor.
- 6.2. Workers' Compensation. Consultant shall carry workers' compensation insurance to cover obligations imposed by federal and state statutes having jurisdiction of Consultant's employees engaged in the performance of the services; and employer's liability insurance of not less than \$100,000 for each accident, \$100,000 disease for each employee, and \$500,000 disease policy limit.

In case services under this Contract are subcontracted, Consultant shall require all sub-consultant(s) to provide workers' compensation and employer's liability to at least the same extent as provided by Consultant.

- 6.3. Automobile Liability. Consultant shall carry commercial/business automobile liability insurance with a combined single limit for bodily injury and property damages of not less than \$1,000,000 each occurrence regarding any owned, hired, and non-owned vehicles assigned to or used in performance of Consultant services. Coverage will be at least as broad as coverage Code 1 "any auto" (Insurance Service Office policy form CA 0001 1/87 or any replacements thereof).

- 6.4. Commercial General Liability. Consultant shall carry commercial general liability insurance with unimpaired limit of not less than \$1,000,000 for each claim with a \$2,000,000 general aggregate limit. The general aggregate limit shall apply separately to the services under this Contract or the general aggregate shall be twice the required per claim limit. The policy shall be primary and include coverage for bodily injury including death, property damage, personal injury, products, completed operations and blanket contractual covering, but not limited to, the liability assumed under the indemnification provisions of this Contract, which coverage shall be at least as broad as Insurance Service Office policy form CG 0001 7/98 or any replacement thereof.

In the event the general liability insurance policy is written on a “claims made” basis, coverage shall extend for two (2) years past completion and acceptance of the services as evidenced by annual certificates of insurance.

Such policy shall contain a “severability of interests” provision (also known as “cross liability” and “separation of insured”).

- 6.5. Professional Liability. Consultant retained by City to provide the engineering services required by the Contract will maintain professional liability insurance covering errors and omissions arising out of the services performed by Consultant or any person employed by it, with an unimpaired limit of not less than \$1,000,000 each claim and \$1,000,000 all claims, or 10% of the construction budget, whichever is larger. In the event the insurance policy is written on a “claims made” basis, coverage shall extend for two (2) years past completion and acceptance of services as evidenced by annual certificates of insurance.
- 6.6. Property Coverage – Valuable Papers. Consultant shall carry property coverage on all-risk, replacement cost, agreed amount form with valuable papers insurance sufficient to assure the restoration of any documents, memoranda, reports, or other similar data relating to the services of Consultant used in the completion of this Contract.

7. HEALTH INSURANCE REQUIREMENTS

- 7.1. Consultant must certify that it has or will offer health insurance to all eligible employees working on services set forth in this Contract prior to the performance of any work or services. An affidavit certifying such offering must be signed in a form approved by City. All required health insurance must be maintained during the entire time of the Contract with City. Health insurance pursuant to this Section 7 is not required for temporary employees or students working part-time who are enrolled in a recognized educational institution.
- 7.2. The health insurance requirements herein shall apply to all of Consultant’s eligible employees directly involved with the services set forth in this Contract, including support and administrative personnel.

- 7.3. Any and all complaints concerning violations of the health insurance requirements shall be filed, in writing, with the City's Engineering and Transportation Department, within 30 calendar days from discovery of a potential violation. An administrative hearing will be held before the Engineering and Transportation Director, and a written decision of findings will be provided to the parties to the hearing within 14 calendar days thereafter. Appeal from the decision of the Engineering and Transportation Director may be made within 14 calendar days of the date of the decision by filing a notice of appeal in writing with the Engineering and Transportation Department. If an appeal is timely filed, an administrative hearing will be held before an administrative hearing officer appointed by the City Manager. The decision of the administrative hearing officer shall be final.
- 7.4. Penalties for failing to comply with this Section 7 include, but are not limited to the following: Consultant may be barred from bidding on, or entering into any Engineering and Transportation contract with City for a period of three years from the execution of the Contract.
- 7.5. All Consultants subject to the health insurance requirements shall post in English, notice of the health insurance requirements at their office and at the job site.

8. WORK FOR HIRE AND OWNERSHIP OF DELIVERABLES

- 8.1. Consultant shall ensure that all the results and proceeds of Consultant's and any and all work on the Project and any related projects, including that of all agents, employees, officers, and contractors, shall be owned by City, including the copyright thereto, as work for hire. In the event, for any reason, such results and proceeds are not deemed work for hire, Consultant shall be deemed hereby to have assigned to City, all of its right, title and interest in such results and proceeds and content to City, without limitation.
- 8.2. All work products (electronically or manually generated), including but not limited to plans, specifications, cost estimates, tracings, studies, design analyses, original mylar drawings, computer aided drafting and design (CADD) file diskettes which reflect all final drawings, and other related products which are prepared in the performance of this Contract, are the property of City and are to be delivered to City on the particular type of storage media on which they are stored (e.g. CD, thumb drive, etc.) before the final payment is made to Consultant. City shall retain ownership of these original works. If approved in writing by City, Consultant may retain the originals and supply City with reproducible copies of the work.

9. CONFLICT OF INTEREST

- 9.1. Consultant agrees to promptly disclose any and all financial and/or economic interest in the property, or any property affected by the work, or the Project itself other than as set forth herein, existing prior to the execution of this Contract. Further, Consultant agrees to promptly disclose any financial or economic interest in the Project property, or any property affected by the work, if Consultant gains such interest during the course of this Contract.
- 9.2. If Consultant gains any financial or economic interest in the Project during the course of this Contract, this may be grounds for terminating this Contract at the sole discretion of City.
- 9.3. Consultant shall not engage the services on this Contract of any present or former City employee who was involved as a decision-maker in the selection or approval processes, or who negotiated or approved billings or contract modifications for this Contract.
- 9.4. Consultant agrees that it shall not perform services on this Project for any other contractor, subcontractor, or any supplier, other than City. In addition, Consultant shall not negotiate, contract, or make any agreement with a contractor, subcontractor, or any supplier with regard to any of the work under this Contract, or any services, equipment or facilities to be used on this Project other than with City unless consultant receives written approval from the City.

10. COVENANT AGAINST CONTINGENT FEES

Consultant affirms that it has not employed or retained any company or person, other than a bona fide employee working for 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, any fee, commission, percentage, brokerage fee, gift, or any other consideration, contingent upon or resulting from the award or making of the Contract. For breach or violation of this clause, City may terminate this Contract without liability, or in its discretion may deduct from the Contract price or consideration, or otherwise recover, the full amount of such fee, commission, percentage brokerage fee, gift, or contingent fee.

11. INDEMNIFICATION

To the fullest extent permitted by law, Consultant shall indemnify and hold harmless City, its officers, and its employees, from liabilities, damages, losses, and costs, including reasonable attorney fees and court costs, to the extent caused by the negligence, recklessness or intentional wrongful conduct of Consultant, its subcontractors, design professionals, or other persons employed or used by Consultant in the performance of the contract or subcontract. Nothing in this section shall prohibit the requirement of insurance coverage that complies with this section, including the designation of any

person as an additional insured on a general liability insurance policy or as a designated insured on an automobile liability policy. The amount and type of insurance coverage requirement set forth herein will in no way be construed as limiting the scope of the indemnity in this paragraph.

12. DISPUTE RESOLUTION

In the event of a dispute concerning or in any way connected to the Contract or subject Project, the parties agree that the unsuccessful party shall pay to the prevailing party a reasonable sum for attorneys' fees, including taxable and non-taxable costs, fees, costs and disbursements of experts, professionals, paralegals, whether at trial, appeal and/or in bankruptcy court, all of which will be deemed to have accrued on the commencement of such action and shall be enforceable whether or not such action is prosecuted to judgment. In addition, should City retain and/or utilize legal counsel as a result of a breach by Consultant of any term, covenant or provision of this Contract, in addition to paying any recovery owed to City and/or performing any obligation remaining to be performed, in order to fully cure such breach or default, Consultant shall reimburse City for reasonable attorneys' fees, taxable and non-taxable costs and disbursements, incurred by City in enforcing Consultant's obligations, whether or not a legal action is commenced, including but not limited to the cost of preparing and presenting default notices, demand letters and similar non-judicial enforcement activities.

13. ADDITIONAL SERVICES

Additional services which are outside the scope of basic services contained in this Contract shall not be performed by Consultant without prior written authorization from City, at City's sole discretion. Additional services, when authorized by an executed contract or an amendment to this Contract shall be compensated for by a fee mutually agreed upon between City and Consultant.

14. PROHIBITION ON ASSIGNMENT

This Contract and all duties and obligations of Consultant set forth in this Contract shall not be assignable except by prior written consent of City, and such prohibition shall extend to and be binding upon the heirs, executors, administrators, successors, and assigns of Consultant.

15. MISCELLANEOUS PROVISIONS

15.1. Lawful Presence in the United States. Pursuant to A.R.S. §1-502, any individual/sole proprietor who applies for local public benefits by signing this Contract shall also sign a sworn affidavit (Exhibit B) and present one of the documents listed on the affidavit to verify lawful presence in the United States. This Contract shall not be fully executed by the City if the individual/sole proprietor fails to sign the affidavit and present one of the listed documents.

- 15.2. Equal Opportunity. City is an equal opportunity, affirmative action employer. Consultant hereby covenants for itself, its employees, agents, assigns and all persons claiming under or through it, that it shall not discriminate unlawfully against any employee or applicant for employment, nor shall it deny the benefits of this Contract, to any person on the basis of race, color, creed, religion, ancestry, national origin, physical or mental disability, age, sex, gender, sexual orientation, gender identity, marital status, or veteran status with regard to discharging obligations under this Contract. Consultant covenants and agrees that it will comply in all respects with the applicable provisions of the Executive Order 11246, Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act, the Age Discrimination in Employment Act, the Vietnam Era Veterans' Readjustment Assistance Act, the Rehabilitation Act, and any other applicable state and federal statutes governing equal opportunity. Consultant agrees to post hereinafter in conspicuous places, available for employees and applicants for employment, notices to be provided by the contracting officer setting for the provisions of this clause.
- 15.3. Antidiscrimination. Consultant shall not refuse to hire or employ or bar or discharge from employment any person, or discriminate against such person in compensation, conditions, or privileges of employment because of race, color, gender, gender identity, sexual orientation, religion, national origin, familial status, age, disability, or United States military veteran status. Consultant shall provide a copy of its antidiscrimination policy to City to confirm compliance with this requirement or attest in writing to compliance based upon the criteria outlined in Exhibit C.
- 15.4. Legal Compliance. Consultant agrees and covenants that it will comply with applicable governmental restrictions, regulations and rules of duly constituted authorities having jurisdiction insofar as the performance of the work and services pursuant to the Contract, and applicable safety and employment laws, rules and regulations, including but not limited to, the Fair Labor Standards Act, the Walsh-Healey Act, and the Legal Arizona Workers Act (LAWA), and all amendments thereto, along with all attendant laws, rules and regulations at the time services are performed. Consultant acknowledges that a breach of this warranty is a material breach of this Contract and Consultant is subject to penalties for violation(s) of this provision, including termination of this Contract. City retains the right to inspect the documents of any and all consultants, subconsultants and sub-subconsultants performing work and/or services relating to the Contract to ensure compliance with this warranty. Any and all costs associated with City inspection are the sole responsibility of Consultant. Consultant hereby agrees to indemnify, defend and hold City harmless for, from and against all losses and liabilities arising from any and all violations thereof.
- 15.5. Boycott. Consultant certifies that it is not currently engaged in, and agrees for the duration of this Contract/Agreement that it will not engage in, a boycott of Israel, as that term is defined in A.R.S. § 35-393.

- 15.6. Compliance with Ariz. Rev. Stat. § 35-394. Contractor hereby certifies that it does not currently, and agrees for the duration of this Agreement, that Contractor will not, use: 1. The forced labor of ethnic Uyghurs in the People’s Republic of China; 2. Any goods or services produced by the forced labor of ethnic Uyghurs in the People’s Republic of China; or 3. Any contractors, subcontractors or suppliers that use the forced labor or any goods or services produced by the forced labor of ethnic Uyghurs in the People’s Republic of China. Contractor hereby agrees to indemnify and hold harmless the City, its officials, employees, and agents from any claims or causes of action relating to the City’s action based upon reliance upon this representation, including the payment of all costs and attorney fees incurred by the City in defending such as action.
- 15.7. Specially Designated Nationals and Blocked Persons List. Consultant represents and warrants to City that neither Consultant nor any affiliate or representative of Consultant (i) is listed on the Specially Designated Nationals and Blocked Persons List maintained by the Office of Foreign Asset Control, Department of the Treasury (OFAC) pursuant to Executive Order No. 13224, 66 Fed.Reg. 49079 (“Order”); (ii) is listed on any other list of terrorists or terrorist organizations maintained pursuant to the Order, the rules and regulations of OFAC or any other applicable requirements contained in any enabling legislation or other related Order(s); (iii) is engaged in activities prohibited in the Order; or (iv) has been convicted, pleaded *nolo contendere*, indicted, arraigned or custodially detained on charges involving money laundering or predicate crimes to money laundering. Consultant further agrees to include the provisions set forth in Sections 15.1 through 15.7 in any and all subcontracts hereunder. Any violation of such provisions shall constitute a material breach of this Contract.
- 15.8. Effective Date. This Contract shall be in full force and effect only when signed by the duly authorized City officials and the duly authorized agent of Consultant.
- 15.9. Governing Law. This Contract shall be governed and interpreted by the laws of the State of Arizona.
- 15.10. Exhibits. All exhibits attached to this Contract are made a part of and are incorporated into, this Contract. If any inconsistencies exist between this Contract and any exhibit hereto, the terms of this Contract shall govern.
- 15.11. Force Majeure. Any prevention, delay or stoppage of this Project for a cause beyond the reasonable control of Consultant due to acts of God, acts of war or terrorism, fire or other casualty, shall, notwithstanding anything to the contrary contained herein, excuse the performance of Consultant, for a period equal to such prevention, delay or stoppage. For purposes of this Section 15.11, a cause shall not be deemed beyond a party’s control if it is within the control of such party’s agents, employees, assigns, contractors or subcontractors.

- 15.12. Entire Agreement. This Contract contains all of the agreements of the parties with respect to the Project and related matters, and no prior agreement, negotiations, postings, offerings, or understanding pertaining to any such matter shall be effective for any purpose unless expressly contained herein.
- 15.13. Consultant's Good Standing. Consultant hereby warrants and represents that it is an Arizona corporation, licensed to do business in the state of Arizona and currently in good standing, and that it is not now in violation of any agreement, instrument, contract, law, rule or regulation by which Consultant is bound.
- 15.14. Independent Contractor. Nothing contained in this Contract shall be deemed or construed by the parties hereto or otherwise, to create the relationship of principal and agent, partnership, joint venturer, employer and employee, or any association between City and Consultant. Consultant is an independent contractor and shall be solely responsible for any unemployment or disability insurance payments, or any social security, income tax or other withholdings, deductions or payments that may be required by federal, state or local law with respect to any compensation paid to Consultant hereunder or for any and all services or materials provided by or rendered to Consultant hereunder in connection with the work set forth in this Contract.
- 15.15. Severability. If any provision of this Contract shall, to any extent, be determined by a court of competent jurisdiction to be invalid or unenforceable, the remainder of this Contract shall not be affected thereby, and every other term and provision of this Contract shall be valid and enforceable to the fullest extent permitted by law.
- 15.16. Time is of the Essence. Time is of the essence in this Contract and each and every provision herein, except as may expressly be provided in writing by City.
- 15.17. No Waiver. No breach or default hereunder shall be deemed to have been waived City, except by a writing to that effect signed on behalf of City. No waiver of any such breach or default shall operate as a waiver of any other succeeding or preceding breach or default or as a waiver of that breach or default after written notice thereof and demand by City for strict performance of this Contract. Acceptance of partial or delinquent payments or performance shall not constitute the waiver of any right of City.
- 15.18. Survival. Any and all representations, obligations, indemnities, warranties, covenants, conditions and agreements contained in this Contract which are expressed as surviving the expiration or earlier termination of this Contract, or by their nature, are to be performed, observed or survive, in whole or in part, after the termination or expiration of this Contract term, shall survive the termination or expiration of this Contract.

- 15.19. Retention of Records. City, through any authorized representative, will have access to and the right to examine and copy all records, books, papers or documents related to services rendered under this Contract. Consultant will retain all books and records related to the services performed for a period of not less than the greater of any applicable federal law retention requirement or five (5) years following termination of this Contract.
- 15.20. Antitrust Violations. City and Consultant recognize that in actual economic practice overcharges resulting from antitrust violations are in fact borne by City. Therefore, Consultant assigns to City any and all claims for such overcharges. Consultant in all subcontracts shall require all subcontractors to likewise assign all claims for overcharges to City.
- 15.21. Headings. The heading use in this Contract is for ease of reference only and shall not in any way be construed to limit or alter the meaning of any provision.
- 15.22. No Construction Against Drafting Party. Each party acknowledges that it has had an opportunity to review the Contract with counsel, and such documents shall not be construed against any party that is determined to have been the drafter of the documents.
- 15.23. Notices to Parties:
 All notices pursuant to this Contract shall be made in writing and delivered or mailed by certified mail to the parties at the following addresses:
- | | |
|---|---|
| CITY:

Julian Dresang, P.E.
City Engineer
Engineering and Transportation
Department/Engineering Division
31 E 5 th Street, Mail Stop 01-8
Tempe, AZ 85281 | CONSULTANT:

<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> (Printed Name of Signatory)
Consultant Engineering, Inc.
10625 North 25 th Avenue, Suite 200
Phoenix, AZ 85029 |
|---|---|
- 15.24. Non-Appropriation of Funds. City is a government agency that relies upon appropriation of funds by its governing body to satisfy its obligations. In the event that (1) funds are not appropriated by the City Council to perform the Work; or (2) funds appropriated or otherwise allocated to perform the Work become unavailable for payment by City under this Contract, City may either (a) cancel this Contract without further obligation of City; or (b) delay the Work for a period of six (6) months, In case of any such delay by City, Consultant/Contractor may suspend performance of work or services as applicable. The parties retain all rights available under this Contract to the extent permitted under Arizona law, in the event of termination or cancellation of this Contract due to lack of funding on the part of the City.

- 15.25. Secure Facility Access. Contracts that call for work to be done in any of the City's secure facilities are subject to the City's Engineering Secure Facilities Access Guidelines, which are incorporated herein by reference.
- 15.26. GIS Data Disclaimer. THE CITY OF TEMPE DOES NOT WARRANT THE ACCURACY, COMPLETENESS, CONDITION, SUITABILITY, PERFORMANCE, OR CURRENCY OF THE GIS DATA PROVIDED UNDER THIS CONTRACT. AREAS DEPICTED BY GIS DATA ARE APPROXIMATE, AND NOT GUARANTEED TO BE ACCURATE TO STANDARDS FOR MAPPING, SURVEYING OR ENGINEERING. THIS DATA IS FOR ILLUSTRATIVE PURPOSES ONLY AND SHOULD NOT BE RELIED UPON FOR SITE-SPECIFIC PURPOSES. THE DATA HEREIN IS SUBJECT TO CONSTANT CHANGE AND MAY NOT BE COMPLETE, ACCURATE OR UP-TO-DATE. THE CITY OF TEMPE IN NO WAY ASSUMES LIABILITY OR RESPONSIBILITY FOR ANY INCORRECT DATA OR ANY INFORMATION PROVIDED HEREIN. THE CONSULTANT ACKNOWLEDGES AND AGREES THAT THE CITY OF TEMPE ASSUMES NO LIABILITY FOR DAMAGES INCURRED DIRECTLY OR INDIRECTLY RESULTING FROM INCOMPLETE, INCORRECT OR MISSING INFORMATION; INCLUDING ANY DIRECT, INDIRECT, SPECIAL OR CONSEQUENTIAL DAMAGES, HOWEVER CAUSED OR UNDER ANY THEORY OF LIABILITY, WHETHER IN TORT, CONTRACT, STRICT LIABILITY OR OTHERWISE. **BY WAY OF THE SIGNATURE ON THIS CONTRACT, THE CONSULTANT ASSUMES ALL LIABILITY FOR ANY AND ALL DEPENDENCE AND/OR RELIANCE UPON THIS INFORMATION AND ASSUMES ALL RESPONSIBILITY RELATING THERETO. ANY AND ALL EXPRESSED OR IMPLIED WARRANTIES, INCLUDING BUT NOT LIMITED TO, IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PURPOSE ARE SPECIFICALLY AND EXPRESSLY DISCLAIMED.** CONSULTANT SHOULD NOT RELY UPON THE GIS DATA WITHOUT PROPER FIELD VERIFICATION FOR ANY PURPOSE.

16. FEDERAL FHWA AND ADOT PROVISIONS/FORMS

**BIKE AND PEDESTRIAN IMPROVEMENTS-COUNTRY CLUB WAY FROM
ASU RESEARCH PARK TO US-60 BIKE PEDESTRIAN BRIDGE
CITY PROJECT NO: 6008961
FEDERAL PROJECT NO: TMP-0(255)D
ADOT NO: T31201C**

The following documents should be part of and are required to be incorporated into all subcontracts, purchase orders, rental agreements and equipment leases at every tier issued under this contract:

- 16.1. Affidavit by Consultant Certifying No Collusion in Response to Solicitation**
- 16.2. Professional Services DBE Provisions**
- 16.2.a. Certification of Final DBE Payments 3110C**
- 16.3. Prompt Pay and Payment Reporting Provisions**
- 16.4. Title VI**
 - 16.4.1. Title VI Assurance**
 - 16.4.2. Title VI Appendix A**
 - 16.4.3. Title VI Appendix B**
 - 16.4.4. Title VI Appendix C**
 - 16.4.5. Title VI Appendix D**
 - 16.4.6. Title VI Appendix E**
- 16.5. Changes and Extra Work/Contract Time and Contract Time Extensions**
- 16.6. Affirmative Action (for Federal-Aid Contracts)**
- 16.7. Federal Debarment and Suspension**

16.1. AFFIDAVIT BY CONSULTANT CERTIFYING NO COLLUSION IN RESPONSE TO SOLICITATION

Consultant		Project Name:	BIKE AND PEDESTRIAN IMPROVEMENTS-COUNTRY CLUB WAY FROM ASU RESEARCH PARK TO US-60 BIKE PEDESTRIAN BRIDGE, PROJECT NO. 6008961, FEDERAL AID PROJECT NO. TMP-0(255)D, ADOT TRACS NO. T31201C
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State of _____)
 County of _____)

 (Printed Name of Person Authorized to Represent Consultant)

being first duly sworn, upon oath deposes and says that:

I am _____,
 (Title)
 of _____,
 (Name of Consultant Firm, Association, or Corporation)

and that pursuant to 23 U.S.C. § 112(c) and 23 C.F.R. § 635.112(f), neither I, nor anyone associated with the above-named firm, association, or corporation, has, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action, in restraint of free competitive bidding in connection with the above-referenced Project.

Subscribed and sworn before me this ____ day of _____, 2023, by

 (day) (month) (year) (Name of Signer, Above)

If by a Corporation, SEAL:

 (Signature of Notary Public)

My Commission Expires: _____
 (Date)

16.2. PROFESSIONAL SERVICES DBE PROVISIONS

(PROJECT SPECIFIC - CONTRACTS)

FOR USE ON LPA/SUBRECIPIENT FEDERAL AID PROJECTS WITHOUT DBE GOALS

* NOTE: REFER TO EDITING INSTRUCTIONS IN SECTIONS 13.0 *

DISADVANTAGED BUSINESS ENTERPRISES (LPA PS EPRISE, 8/26/2016)

16.2.1. Policy:

The Arizona Department of Transportation (hereinafter the Department) has established a Disadvantaged Business Enterprise (DBE) program in accordance with the regulations of the U.S. Department of Transportation (USDOT), 49 CFR Part 26. The Department has received Federal financial assistance from the U.S. Department of Transportation and as a condition of receiving this assistance, the Department has signed an assurance that it will comply with 49 CFR Part 26.

It is the policy of the Department to ensure that DBEs, as defined in Part 26, have an equal opportunity to receive and participate in USDOT-assisted contracts. It is also the policy of the Department:

1. To ensure nondiscrimination in the award and administration of USDOT-assisted contracts;
2. To create a level playing field on which DBEs can compete fairly for USDOT-assisted contracts;
3. To ensure that the DBE program is narrowly tailored in accordance with applicable law;
4. To ensure that only firms that fully meet 49 CFR Part 26 eligibility standards are counted as DBEs;
5. To help remove barriers to the participation of DBEs in USDOT-assisted contracts;
6. To assist in the development of firms that can compete successfully in the market place outside the DBE program; and
7. To promote the use of DBEs in all types of federally-assisted contracts and procurement activities.

It is also the policy of the Department to facilitate and encourage participation of Small Business Concerns (SBCs), as defined in Subsection 3.0, in USDOT-assisted contracts. The Department encourages consultants to take reasonable steps to eliminate obstacles to SBCs' participation and to utilize SBCs in performing contracts.

Local Public Agencies (LPA) and or Subrecipients of Federal financial assistance will administer and manage the contracts from advertising, consultant selection, negotiation,

contract execution, processing payment reports and contract modifications, audits, DBE compliance (e.g., reporting and monitoring) through contract closeout.

16.2.2. Assurances of Non-Discrimination:

The consultant, subrecipient, or subconsultant shall not discriminate on the basis of race, color, sex or national origin in the performance of this contract. 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 contract, which may result in the termination of this contract or such other remedy as the LPA/Subrecipient with the Department's concurrence deems appropriate, which may include, but are not limited to:

1. Withholding monthly progress payments;
2. Assessing sanctions;
3. Liquidated damages;
4. Disqualifying the consultant from submitting SOQs, or any other forms of proposals, as non-responsible;
5. Cancellation, termination, or suspension of the Contract, in whole or in part.

The consultant, subrecipient, or subconsultant shall ensure that all subcontract agreements contain this non-discrimination assurance.

16.2.3. Definitions:

(A) Commercially Useful Function (CUF): Commercially Useful Function is defined fully in 49 CFR 26.55, which definition is incorporated herein by reference.

(B) Disadvantaged Business Enterprise (DBE): a for-profit small business concern which meets both of the following requirements:

- (1) Is at least 51 percent owned by one or more socially and economically disadvantaged individuals or, in the case of any publicly owned business, at least 51 percent of the stock is owned by one or more such individuals; and,
- (2) Whose management and daily business operations are controlled by one or more of the socially and economically disadvantaged individuals who own it.

(C) NAICS Code: The North American Industry Classification System (NAICS) is the standard used by Federal statistical agencies in classifying business establishments for the purpose of collecting, analyzing, and publishing statistical data related to the U.S. business economy.

(D) Non-DBE: any firm that is not a DBE.

(E) Race-Conscious (RC): a measure or program focused specifically on assisting only DBEs, including women-owned DBEs.

(F) Race-Neutral (RN): a measure or program used to assist all small businesses. For the purposes of this part, race-neutral includes gender-neutrality.

(G) Small Business Concern (SBC): a business that meets all of the following conditions:

- (1) Operates as a for-profit business registered to do business in Arizona;
- (2) Operates a place of business primarily within the U.S., or makes a significant contribution to the U.S. economy through payment of taxes or use of American products, materials, or labor;
- (3) Is independently owned and operated;
- (4) Is not dominant in its field on a national basis; and
- (5) Does not have annual gross receipts that exceed the Small Business Administration size standards average annual income criteria for its primary North American Industry Classification System (NAICS) code.

(H) Socially and Economically Disadvantaged Individuals: any individual who is a citizen (or lawfully admitted permanent resident) of the United States and who is:

- (1) Any individual who is found to be a socially and economically disadvantaged individual on a case-by-case basis.
- (2) Any individual in the following groups, members of which are rebuttably presumed to be socially and economically disadvantaged:
 - (i) "Black Americans," which includes persons having origins in any of the Black racial groups of Africa;
 - (ii) "Hispanic Americans," which includes persons of Mexican, Puerto Rican, Cuban, Dominican, Central or South American, or other Spanish or Portuguese culture or origin, regardless of race;
 - (iii) "Native Americans," which includes persons who are enrolled members of federally or State recognized Indian tribe, Alaskan Natives or Native Hawaiians;
 - (iv) "Asian-Pacific Americans," which includes persons whose origins are from Japan, China, Taiwan, Korea, Burma (Myanmar), Vietnam, Laos, Cambodia (Kampuchea),

Thailand, Malaysia, Indonesia, the Philippines, Brunei, Samoa, Guam, the U.S. Trust Territories of the Pacific Islands (Republic of Palau), the Republic of the Northern Marianas Islands, Macao, Fiji, Tonga, Kiribati, Tuvalu, Nauru, Federated States of Micronesia, or Hong Kong;

- (v) "Subcontinent Asian Americans," which includes persons whose origins are from India, Pakistan, Bangladesh, Bhutan, the Maldives Islands, Nepal or Sri Lanka;
- (vi) "Women;"
- (vii) Any additional groups whose members are designated as socially and economically disadvantaged by the Small Business Administration (SBA), at such time as the SBA designation becomes effective.

16.2.4. Working with DBE's:

The Department works with DBEs and assists them in their efforts to participate in the highway construction program. All proposers should contact the Department's Business Engagement and Compliance Office (BECO) by phone, through email, or at the address shown below, for assistance in their efforts to use DBEs in the highway construction industry. BECO contact information is as follows:

Arizona Department of Transportation Business
Engagement and Compliance Office
1801 W. Jefferson St, Suite 101, Mail Drop 154A
Phoenix, AZ 85007
Phone (602) 712-7761
FAX (602) 712-8429
Email: ContractorCompliance@azdot.gov
Website : www.azdot.gov/bec

16.2.4.1. Mentor-Protégé Program:

The Department has established a Mentor-Protégé program as an initiative to encourage and develop disadvantaged businesses in the highway construction industry. The program encourages prime consultants to provide certain types of assistance to certified DBE subconsultants. ADOT encourages consultants and certified DBE subconsultants to engage in a Mentor-Protégé agreement under certain conditions. Such an agreement must be mutually beneficial to both parties and to ADOT in fulfilling requirements of 49 CFR Part 23. For guidance regarding this program refer to the Mentor-Protégé Program Guidelines available on the BECO website.

The Mentor-Protégé program is intended to increase legitimate DBE activities and is not intended to diminish nor circumvent existing DBE rules or regulations.

16.2.5. Applicability:

The Department has established an overall annual goal for DBE participation on Federal-aid contracts. The Department intends for the goal to be met with a combination of race conscious efforts and race neutral efforts. Race conscious participation occurs when the consultant uses a percentage of DBEs, as defined herein, to meet the contract-specified goal. Race neutral efforts are those that are, or can be, used to assist all small businesses or increase opportunities for all small businesses. The regulation, 49 CFR 26, defines race neutral as when a DBE wins a prime contract through customary competitive procurement procedures or is awarded a subcontract on a prime contract that does not carry a DBE contract goal.

The DBE provisions are applicable to all consultants including DBE consultants.

16.2.6. Certification and Registration:

16.2.6.1. DBE Certification:

Certification as a DBE shall be predicated on:

- (1) The completion and execution of an application for certification as a "Disadvantaged Business Enterprise."
- (2) The submission of documents pertaining to the firm(s) as stated in the application(s), including but not limited to a statement of social disadvantage and a personal financial statement.
- (3) The submission of any additional information which the Department or the applicable Arizona Unified Certification (UCP) agency may require to determine the firm's eligibility to participate in the DBE program.
- (4) The information obtained during the on-site visits to the offices of the firm and to active job-sites.

Applications for certification may be filed online with the Department or the applicable UCP agency at any time through the Arizona Unified Transportation Registration and Certification System (AZ UTRACS) website at <http://www.azutracs.com>.

DBE firms and firms seeking DBE certification shall cooperate fully with requests for information relevant to the certification process. Failure or refusal to provide such information is a ground for denial or removal of certification.

ADOT is a member of the AZ Unified Certification Program (AZUCP). Only DBE firms that are certified by the AZUCP are eligible for credit on ADOT projects. A list of DBE firms certified by AZUCP is available on the internet at <http://www.azutracs.com>. The list will indicate contact information and

specialty for each DBE firm, and may be sorted in a variety of ways. However, ADOT does not guarantee the accuracy and/or completeness of this information, nor does ADOT represent that any licenses or registrations are appropriate for the work to be done.

The Department's certification of a DBE is not a representation of qualifications and/or abilities nor does it mean that a DBE firm is guaranteed or entitled to receive or be awarded a contract. Being certified simply means that a firm has met the criteria for DBE certification as outlined in 49 CFR Part 26. The consultant bears all risks of ensuring that DBE firms selected by the consultant are able to perform the work.

16.2.6.2. SBC Registration:

To comply with 49 CFR Part 26.39, ADOT's DBE Program incorporates contracting requirements to facilitate participation by Small Business Concerns (SBCs) in federally assisted contracts. SBCs are for-profit businesses authorized to do businesses in Arizona that meet the Small Business Administration (SBA) size standards for average annual revenue criteria for its primary North American Industry Classification System (NAICS) code

While the SBC component of the DBE program does not require utilization of goals on projects, ADOT and the LPA/Subrecipient strongly encourages consultants to utilize small businesses that are registered in AZ UTRACS on their contracts, in addition to DBEs meeting the certification requirement. The consultant may use the AZ UTRACS website to search for certified DBEs and registered SBCs that can be used on the contract. However, SBCs that are not DBEs will not be counted toward the DBE participation.

SBCs can register online at the AZ UTRACS website.

The Department's registration of SBCs is not a representation of qualifications and/or abilities nor does it mean that an SBC firm is guaranteed or entitled to receive or be awarded a contract. Being SBC registered simply means that a firm has met the criteria for SBC registration as outlined in 49 CFR Part 26. The consultant bears all risks of ensuring that SBC firms selected by the consultant are able to perform the work.

16.2.7. DBE Financial Institutions:

The Department thoroughly investigates the full extent of services offered by financial institutions owned and controlled by socially and economically disadvantaged individuals in its service area and makes reasonable efforts to use these institutions. The Department encourages prime consultants to use such institutions on USDOT assisted contracts. However, use of DBE financial institutions will not be counted toward the DBE participation.

The Department and the LPA/Subrecipient encourages prime consultants to research the Federal Reserve Board website at www.federalreserve.gov to identify minority-owned banks in Arizona derived from the Consolidated Reports of Condition and Income filed quarterly by banks (FFIEC 031 and 041) and from other information on the Board's National Information Center database.

16.2.8. Time is of the Essence:

TIME IS OF THE ESSENCE IN RESPECT TO THE DBE PROVISIONS.

16.2.9. Computation of Time:

In computing any period of time described in this DBE special provision, such as calendar days, the day from which the period begins to run is not counted, and when the last day of the period is a Saturday, Sunday, Federal or State holiday, the period extends to the next day that is not a Saturday, Sunday, Federal or State holiday. In circumstances where the LPA/Subrecipient Procurement Office is closed for all or part of the last day, the period extends to the next day on which the LPA / Subrecipient Procurement Office is open.

16.2.10. Consultant and subconsultant Requirements:

16.2.10.1. General:

The consultant shall establish a DBE program that will ensure nondiscrimination in the award and administration of contracts and subcontracts.

Agreements between the proposer and a DBE in which the DBE promises not to provide subcontracting quotations to other proposers are prohibited.

16.2.10.2. DBE Goal:

The Department has not established contract goals for DBE participation in this contract. Consultants are still encouraged to employ reasonable means to obtain DBE participation. Consultants must retain records in accordance with these DBE specifications. The consultant is notified that this record keeping is important to the Department so that it can track DBE participation where only race neutral efforts are employed.

16.2.11. Bidders/Proposers List and AZ UTRACS Registration Requirement:

Under Title 49 CFR of the Code of Federal Regulations, Part 26.11, DOTs are required to collect certain information from all consultants and subconsultants who seek to work on federally- assisted contracts in order to set overall and contract DBE goals. ADOT collects this information when firms register their companies on the Arizona Unified Transportation Registration and Certification System (AZ UTRACS) web portal at <http://www.azutracs.com/> a centralized database for companies that seek to do business with ADOT. This information will be maintained as confidential to the extent allowed by federal and state law.

Prime consultants and all subconsultants, including DBEs listed in the SOQ must be registered in AZ UTRACS. Proposers may verify that their firm and each subconsultant is registered using the AZ UTRACS website. Proposers may obtain additional information at the AZ UTRACS website or by contacting the

LPA/Subrecipient.

All proposers shall create a Bidders/Proposers list in the AZ UTRACS by selecting all firms, service providers, and vendors that expressed interest or submitted proposals or quotes for this contract. The Bidders/Proposers List form must be complete and must include the names for all subconsultants, service providers, and vendors that submitted proposals or quotes on this project regardless of the proposer's intentions to use those firms on the project.

All proposers must complete and submit the Bidders/Proposers List online at AZ UTRACS prior to Cost Proposal submittal. A confirmation email will be generated by the system. This email confirmation shall be submitted with the Cost Proposal.

FAILURE TO SUBMIT THE REQUIRED BIDDERS/PROPOSERS LIST CONFIRMATION EMAIL WITH THE COST PROPOSAL BY THE STATED TIME AND IN THE MANNER HEREIN SPECIFIED AND AS OUTLINED IN THE RFQ SHALL BE CAUSE FOR THE PROPOSER'S COST PROPOSAL TO BE REJECTED.

16.2.12. Payment Reporting:

The consultant shall report on a monthly basis indicating the amounts paid to all subconsultants, of all tiers, working on the project. Reporting shall be in accordance with Prompt Pay and Payment Reporting requirements section 16.3 of the contract specifications.

16.2.13. Crediting DBE Participation:

16.2.14. General Requirements:

To count toward DBE participation, the DBE firms must be certified at the time of Cost Proposal submission in each NAICS code applicable to the kind of work the firm will perform on the contract. NAICS for each DBE can be found on the AZ UTRACS website. General descriptions of all NAICS codes can be found at <http://www.naics.com/search/>.

Credit towards the consultant's DBE participation is given only after the DBE has been paid for the work performed.

The entire amount of a contract that is performed by the DBE's own forces, including the cost of supplies and materials purchased by the DBE for the work on the contract and equipment leased by the DBE will be credited toward DBE participation. Supplies and equipment the DBE subconsultant purchases or leases from the prime consultant or its affiliate will not be credited toward DBE participation.

The consultant bears the responsibility to determine whether the DBE possesses the proper consultant's license(s) to perform the work and, if DBE credit is requested, that the DBE subconsultant is certified for the requested type of work.

The Department's certification is not a representation of a DBE's qualifications and/or abilities. The consultant bears all risks that the DBE may not be able to perform its work for any reason.

A DBE may participate as a prime consultant, subconsultant, or as a vendor of materials or supplies. The dollar amount of work to be accomplished by DBEs, including partial amount of a lump sum or other similar item, shall be on the basis of subcontract, purchase order, hourly rate, rate per ton, etc., as agreed to between parties.

DBE credit may be obtained only for specific work done for the project, supply of equipment specifically for physical work on the project, or supply of materials to be incorporated in the work. DBE credit will not be allowed for costs such as overhead items, capital expenditures (for example, purchase of equipment), and office items.

The consultant may credit second-tier subcontracts issued to DBEs by non-DBE subconsultants. Any second-tier subcontract to a DBE must meet the requirements of a first-tier DBE subcontract.

A prime consultant may credit the entire amount of that portion of a contract that is performed by the DBE's own forces. The cost of supplies and materials obtained by the DBE for the work of the contract can be included so long as that cost is reasonable. Leased equipment may also be included. No credit is permitted for supplies purchased or equipment leased from the prime consultant or its affiliate(s).

When a DBE subcontracts a part of the work of its contract to another firm, the value of the subcontract may be credited towards the DBE participation only if the DBE's subconsultant is itself a DBE and performs the work with its own forces. Work that a DBE subcontracts to a non-DBE firm does not count toward a DBE participation.

A prime consultant may credit the entire amount of fees or commissions charged by a DBE firm for providing a bona fide service, such as professional, technical, consulting, or managerial services, or for providing bonds or insurance specifically required for the performance of a USDOT-assisted contract, provided the fees are reasonable and not excessive as compared with fees customarily allowed for similar services.

16.2.14.1. Effective of Loss of DBE Eligibility:

If a DBE is deemed ineligible (decertified) or suspended in accordance with 49 CFR 26.87 and 26.88, the DBE may not be considered to count toward DBE participation on a new contract, but may be considered to count toward DBE participation under a subcontract that was executed before the DBE suspension or decertification is effective.

When a DBE firm or a DBE prime consultant loses its DBE eligibility and a subcontract or contract has not been executed before a decertification notice is issued to the DBE firm by its certifying agency, the ineligible firm does not count toward DBE participation.

When a subcontract is executed with the DBE firm before the Department notified the firm of its ineligibility, the consultant may continue to use the firm on the contract and may continue to receive DBE participation credit for the firm's work.

16.2.14.2. Notifying the Consultant of DBE Certification Status:

Each DBE contract at any tier shall require any DBE subconsultant or supplier that is either decertified or certified during the term of the contract to immediately notify the consultant and all parties to the DBE contract in writing, with the date of decertification or certification. The consultant shall require that this provision be incorporated in any contract of any tier in which a DBE is a participant.

16.2.14.3. Police Officers:

DBE credit will not be permitted for procuring DPS officers. For projects on which officers from other agencies are supplied, DBE credit will be given only for the broker fees charged, and will not include amounts paid to the officers. The broker fees must be reasonable.

16.2.14.4. Commercially Useful Function:

A prime consultant can credit expenditures to a DBE subconsultant toward DBE participation only if the DBE performs a Commercially Useful Function (CUF).

A DBE performs a CUF when it is responsible for execution of the work of a contract and carries out its responsibilities by actually performing, managing, and supervising the work involved. To perform a commercially useful function, the DBE must also be responsible, with respect to materials and supplies on the contract, for negotiating price, determining quality and quantity, ordering the material, and installing (where applicable) and paying for the material itself that it uses on the project. To determine whether a DBE is performing a commercially useful function, the LPA/Subrecipient will evaluate the amount of work subcontracted, industry practices, whether the amount the firm is to be paid under the contract is commensurate with the work it is actually performing and the DBE credit claimed for its performance of the work, and other relevant factors.

A DBE will not be considered to perform a commercially useful function if its role is limited to that of an extra participant in a transaction, contract, or project through which funds are passed in order to obtain the appearance of DBE participation. In determining whether a DBE is such an extra participant, the LPA/Subrecipient will examine similar transactions, particularly those in which DBEs do not participate.

If a DBE does not perform or exercise responsibility for at least 30 percent of the total cost of its contract with its own work force, or if the DBE subcontracts a greater portion of the work of a contract than would be expected on the basis of normal industry practice for the type of work involved, LPA/Subrecipient will presume that the DBE is not performing a commercially useful function. When a DBE is presumed not to be performing a commercially useful function as provided above, the DBE may present evidence to rebut this presumption. The Department will determine if the firm is performing a CUF given the type of work involved and normal industry practices.

The LPA/Subrecipient will notify the consultant, in writing, if it determines that the consultant's DBE subconsultant is not performing a CUF. The consultant will be notified within seven calendar days of the LPA/Subrecipient's decision.

Decisions on CUF may be appealed to the ADOT BECO. The appeal must be in writing and personally delivered or sent by certified mail, return receipt requested, to the ADOT BECO. The appeal must be received by ADOT BECO no later than seven calendar days after the LPA/Subrecipient's decision. LPA/Subrecipient's decision remains in place unless and until the ADOT BECO reverses or modifies LPA/Subrecipient's decision. ADOT BECO will promptly consider any appeals under this subsection and notify the consultant of the ADOT BECO findings and decisions. Decisions on CUF matters are not administratively appealable to USDOT.

The LPA/Subrecipient may conduct project site visits on the contract to confirm that DBEs are performing a CUF. The consultant shall cooperate during the site visits and the LPA/Subrecipient staff will make every effort not to disrupt work on the project.

16.2.14.5. Required Provisions for DBE Subcontracts:

All subcontracts of any tier, all supply contracts, and any other contracts in which a DBE is a participant shall include as a physical attachment, DBE Subconsultant Compliance Assurances available from the LPA/Subrecipient and all of the Uniform Terms and Conditions set forth in other sections of this contract.

Consultants executing agreements with subconsultants, DBE or non-DBE, that materially modify federal regulation and state statutes such as, prompt payment and retention requirements, through subcontract terms and conditions will be found in breach of contract which may result in termination of the contract, or any other such remedy as the LPA/Subrecipient and ADOT deem appropriate as outlined in DBE Subsection 2.0.

The LPA/Subrecipient reserves the right to conduct random reviews of DBE and non-DBE subcontract documentation to ensure compliance with federal requirements.

The consultant shall ensure that all subcontracts or agreements with DBEs to supply labor or materials require that the subcontract and all lower tier subcontracts be performed in accordance with 49 CFR Part 26 provisions.

The Consultant shall provide electronic copies of signed subcontract agreements for all DBE Subconsultants listed on the DBE Intended Participation Affidavit Summary by uploading them within 15 calendar days of an approved contract to the LPA DBE System.

16.2.14.6. Certification of Final DBE Payments:

DBE participation on the contract is measured by actual payments made to the DBEs. The consultant shall submit the “Certification of Final DBE Payments” form for each DBE firm working on the contract. This form shall be signed by the consultant and the relevant DBE, and submitted to the LPA/Subrecipient no later than 30 days after the DBE completes its work.

The LPA/Subrecipient and ADOT will use this certification and other information available to determine applicable DBE credit allowed to date by the Prime Consultant and the extent to which the DBE firms were fully paid for that work. By the act of filing the forms, the consultant acknowledges that the information is supplied in order to justify the payment of state and federal funds to the consultant.

The consultant will not be released from the obligations of the contract until the “Certification of Final DBE Payments” forms are received and deemed acceptable by the LPA/Subrecipient.

16.3.14.7. False, Fraudulent, or Dishonest Conduct:

In addition to any other remedies or actions, the Department will bring to the attention of the US Department of Transportation any appearance of false, fraudulent, or dishonest conduct in connection with the DBE program, so that USDOT can take steps such as referral to the Department of Justice for criminal prosecution, referral to the USDOT Inspector General for possible initiation of suspension and debarment proceedings against the offending parties or application of “Program Fraud and Civil Penalties” rules provided in 49 CFR Part 31.

16.2.a.



City of Tempe

CERTIFICATION OF FINAL DISADVANTAGED BUSINESS ENTERPRISE (DBE) PAYMENTS

Construction Contracts

(Submit one form for each DBE involved in the contract)

The undersigned contractor on **Agency Project No:** _____ **ADOT TRACS No:** _____ hereby, certifies that full payment was made, to the firm indicated for material and/or work performed under this project's contract as follows:

DBE FIRM AZ UTRACS Vendor Registration # _____

Name of DBE Firm _____ was paid the amount of _____

This certificate is made under Federal and State Laws concerning false statement. Supporting documentation for this payment is subject to audit and should be retained for a minimum of three years from project acceptance date. In the event the DBE was not paid in accordance with affidavits submitted by the prime contractor, all documentation supporting the contractor's position should be submitted.

I DECLARE UNDER PENALTY OF PERJURY IN THE SECOND DEGREE, AND ANY OTHER APPLICABLE STATE OR FEDERAL LAWS THAT THE STATEMENT MADE ON THIS DOCUMENT ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.

Contractor Company Name: _____

Check One: Prime Contractor Subcontractor

Name: _____

Title: _____

Signature: _____

Date: _____

The undersigned subcontractor/supplier/manufacturer for the above named project hereby certified that payments were received and/or justification by contractor is correct.

I DECLARE UNDER PENALTY OF PERJURY IN THE SECOND DEGREE, AND ANY OTHER APPLICABLE STATE OR FEDERAL LAWS THAT THE STATEMENT MADE ON THIS DOCUMENT ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.

DBE Firm Name: _____

Check One: Subcontractor/Supplier/Manufacturer Lower-tier Subcontractor/Supplier/Manufacturer

Name: _____

Title: _____

Signature: _____

Date: _____

16.3 PROMPT PAY AND PAYMENT REPORTING PROVISIONS (09/20/2016)

** FOR USE ON LPA FEDERAL AID PROJECTS **

MEASUREMENTS AND PAYMENT:

Partial Payments:

If satisfactory progress is being made, the contractor will receive a payment based on the amount of work completed. Progress payments may be made by the LPA/Subrecipient Procurement Office to the contractor on the basis of an approved estimate of the work performed during a preceding period of time. The progress payments shall be paid on or before 14 days after the estimate of the work is approved. The estimate of the work shall be deemed received by the LPA/Subrecipient Procurement Office on submission to the person designated by the LPA/Subrecipient Procurement Office for the submission, review, or approval of the estimate of the work. The LPA/Subrecipient Procurement Office by mutual agreement may make progress payments on contracts of less than 90 days and shall make monthly progress payments on all other contracts. Payment to the contractor on the basis of a duly certified and approved estimate of the work performed during the preceding calendar month under the contract may include payment for material and equipment.

An estimate of the work submitted shall be deemed approved and certified for payment after seven days from the date of submission unless before that time the LPA/Subrecipient Procurement Office or Designee prepares and issues a specific written finding setting forth those items in detail in the estimate of the work that are not approved for payment under the contract. The contractor shall work with the LPA/Subrecipient or the LPA/Subrecipient Designee to finalize monthly estimate. The progress payments shall be paid on or before 14 days after the estimate of the work is certified and approved in accordance with Arizona Revised Statutes Section 34-221.

The contractor shall pay to the contractor's subcontractors or material suppliers and each subcontractor shall pay to the subcontractor's subcontractor or material supplier, within seven days of receipt of each progress payment the respective amounts allowed the contractor or subcontractor on account of the work performed by the subcontractors, to the extent of each subcontractor's interest, except that no contract for construction services may materially alter the rights of any contractor, subcontractor or material supplier to receive prompt and timely payment.

A subcontractor may notify the LPA/Subrecipient Procurement Office in writing requesting that the subcontractor be notified by the Subrecipient Procurement Office in writing within five days from payment of each progress payment made to the contractor.

Subcontractor Payments:

- (1) **Retention:** If the prime contract does not provide for retention, the contractor and each subcontractor of any tier shall not withhold retention on any subcontract. If the prime contract provides for retention, the prime contractor and each subcontractor of any tier shall not retain a higher percentage than the LPA/Subrecipient may retain under the prime contract.
- (2) **No Set-offs Arising from Other Contracts:** If a subcontractor is performing work on multiple contracts for the same contractor or subcontractor of any tier, the contractor or subcontractor of any tier shall not withhold or reduce payment from its subcontractors on the contract because of disputes

or claims on another contract.

(3) Partial Payment: The contractor and each subcontractor of any tier shall make prompt partial payments to its subcontractors within seven days of receipt of payment from the LPA/Subrecipient Procurement Office. Notwithstanding any provision of Arizona Revised Statutes Section 34-221, the parties may not agree otherwise.

(4) Final Payment: The contractor and each subcontractor of any tier shall make prompt final payment to each of its subcontractors. The contractor and each subcontractor of any tier shall pay all monies, including retention, due to its subcontractor within seven days of receipt of payment. Notwithstanding any provision of Arizona Revised Statutes Section 34-221, the parties may not agree otherwise.

(5) Payment Reporting: For the purposes of this subsection “Reportable Contracts” means any subcontract, of any tier, DBE or non-DBE, by which work shall be performed on behalf of the contractor and any contract of any tier with a DBE material supplier. The requirements of this subsection apply to all Reportable Contracts.

The requirements of this subsection apply to all Reportable Contracts.

Payment Reporting for all Reportable Contracts shall be done through the LPA DBE System which can be accessed at AZ UTRACS on the Arizona Transportation Business Portal at www.azutraacs.com No later than fifteen calendar days after the preconstruction conference, the contractor shall log into the system and enter or verify the name, contact information, and subcontract amounts for Reportable Contracts on the project. As Reportable Contracts are approved over the course of the contract, the contractor shall enter the subcontractor information in the LPA DBE System. Reportable contracts information shall be entered into the system no later than five calendar days after approval by the LPA/Subrecipient Procurement Office.

The contractor shall report on a monthly basis indicating the amounts actually paid and the dates of each payment under any Reportable Contract on the project. The contractor shall provide information for payments made on all Reportable Contracts during the previous month by the last day of the current month. In the event that no payments were made during a given month, the contractor shall identify that by entering a dollar value of zero. If the contractor does not pay the full amount of any invoice from a subcontractor, the contractor shall note that and provide the reasons in the comment section of the Monthly Payment Audit of the LPA DBE System.

In addition, the contractor shall require that all participants in any Reportable Contract electronically verify receipt of payment on the contract within 15 days of receipt of electronic payment notification and the contractor shall actively monitor the system to ensure that the verifications are input. The contractor shall proactively work to resolve any payment discrepancies in the system between payment amounts it reports and payment confirmation amounts reported by others.

The contractor shall ensure that all Reportable Contract payment activity is in the LPA DBE System. This includes all lower-tier Reportable Contracts.

The contractor shall maintain records for each payment explaining the amount requested by the subcontractor, and the amount actually paid pursuant to the request, which may include but are not limited to,

estimates, invoices, pay requests, copies of checks or wire transfers, and lien waivers in support of the monthly payments in the system.

The contractor shall ensure that a copy of this Subsection is included in every Reportable Contract of every tier.

- (a) **Sanctions for Inadequate Reporting:** For each Reportable Contract on which the contractor fails to submit timely and complete payment information the LPA/Subrecipient Procurement Office will retain \$1,000.00 as liquidated damages, from the monies due to the contractor. Liquidated damages will be deducted each month for each Reportable Contract on which the contractor fails to submit payment information until the contractor provides the required information as described herein. After 90 consecutive days of non-reporting, the liquidated damages will increase to \$2,000.00 for each subsequent month, for each Reportable Contract on which the contractor fails to report until the information is provided. These liquidated damages shall be in addition to all other retention or liquidated damages provided for elsewhere in the contract.

- (6) **Completion of Work:** A subcontractor's work is satisfactorily completed when all the tasks called for in the subcontract have been accomplished, documented, and accepted by the LPA/Subrecipient Procurement Office.

- (7) **Disputes:** If there is a discrepancy between what is reported by the contractor in the LPA DBE System and what the subcontractor indicates, an alert email will automatically be sent to the contractor. The email will be sent to the email address provided by the contractor in the LPA DBE System. It is the contractor's responsibility to ensure that the email address in the system is kept current.

The contractor shall provide a verifiable explanation of the discrepancy in the LPA DBE System as early as practicable but in no case later than seven days after the date of the alert email.

The LPA/Subrecipient will determine whether the contractor has acted in good faith concerning any such explanations. The LPA/Subrecipient and ADOT BECO reserves the right to request and receive documents from the contractor and all subcontractors of any tier, in order to determine whether prompt payment requirements are met.

The contractor shall implement and use the dispute resolution process outlined in the subcontract or by following the LPA/Subrecipient escalation process, to resolve payment disputes.

- (8) **Non-compliance:** Failure to make prompt partial payment, or prompt final payment including any retention, within the time frames established above, will result in remedies, as the LPA/Subrecipient Procurement Office deems appropriate, which may include but are not limited to:

- (a) **Liquidated Damages:** These liquidated damages shall be in addition to all other retention or liquidated damages provided for elsewhere in the contract.
 - (i) The LPA/Subrecipient Procurement Office will withhold two times the disputed dollar amount not paid to each subcontractor.

- (ii) If full payment is made within 30 days of the LPA/Subrecipient Procurement Office's payment to the contractor, the amount withheld by the LPA/Subrecipient Procurement Office will be released.
- (iii) If full payment is made after 30 days of the LPA/Subrecipient Procurement Office's payment to the contractor, the LPA/Subrecipient Procurement Office will release 75 percent of the funds withheld. The LPA/Subrecipient Procurement Office will retain 25 percent of the monies withheld as liquidated damages.

(b) Additional Remedies. If the contractor fails to make prompt payment for three consecutive months, or any four months over the course of one project, or if the contractor fails to make prompt payment on two or more projects within 24 months, the LPA/Subrecipient Procurement Office may, in addition, invoke the following remedies:

- (i) Withhold monthly progress payments until the issue is resolved and full payment has been made to all subcontractors, subject to the liquidated damages described in paragraph (a) above,
- (ii) Terminate the contract for default,
- (iii) Disqualify the contractor from future bidding, temporarily or permanently, depending on the number and severity of violations, if applicable.

In determining whether liquidated damages will be assessed, the extent of the liquidated damages, or additional remedies assessed, the LPA/Subrecipient will consider whether there have been other violations on this or other federal-aid contracts, whether the failure to make prompt payment was due to circumstances beyond the contractor's control, and other circumstances. The contractor may, within 15 calendar days of receipt of the decision of the LPA/Subrecipient, escalate the decision according to the contract's escalation process.

16.4. TITLE VI ASSURANCES

16.4.1 TITLE VI ASSURANCES

City of Tempe
Title VI/Non-Discrimination Assurances
DOT Order No. 1050.2A

The ***City of Tempe*** (herein referred to as the "Recipient"), HEREBY AGREES THAT, as a condition to receiving any Federal financial assistance from the U.S. Department of Transportation (DOT), through *Federal Highway Administration* and *Arizona Department of Transportation*, is subject to and will comply with the following:

Statutory/Regulatory Authorities

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
- 49 C.F.R. Part 21 (entitled *Non-discrimination In Federally-Assisted Programs Of The Department Of Transportation—Effectuation Of Title VI Of The Civil Rights Act Of 1964*);
- 28 C.F.R. section 50.3 (U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964)

The preceding statutory and regulatory cites hereinafter are referred to as the "Acts" and "Regulations," respectively.

General Assurances

In accordance with the Acts, the Regulations, and other pertinent directives, circulars, policy, memoranda, and/or guidance, the Recipient hereby gives assurance that it will promptly take any measures necessary to ensure that:

“No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity,” for which the Recipient receives Federal financial assistance from DOT, including the Federal Highway Administration.

The Civil Rights Restoration Act of 1987 clarified the original intent of Congress, with respect to Title VI and other Non-discrimination requirements (The Age Discrimination Act of 1975, and

Section 504 of the Rehabilitation Act of 1973), by restoring the broad, institutional-wide scope and coverage of these non-discrimination statutes and requirements to include all programs and activities of the Recipient, so long as any portion of the program is Federally assisted.

Specific Assurances

More specifically, and without limiting the above general Assurance, the Recipient agrees with and gives the following Assurances with respect to its *Federal Aid Highway Program*.

1. The Recipient agrees that each "activity," "facility," or "program," as defined in §§ 21.23 (b) and 21.23 (e) of 49 C.F.R. § 21 will be (with regard to an "activity") facilitated, or will be (with regard to a "facility") operated, or will be (with regard to a "program") conducted in compliance with all requirements imposed by, or pursuant to the Acts and the Regulations.

2. The Recipient will insert the following notification in all solicitations for bids, Requests For Proposals for work, or material subject to the Acts and the Regulations made in connection with all *Federal Aid Highway Program* and, in adapted form, in all proposals for negotiated agreements regardless of funding source:

*"The **City of Tempe**, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award."*

3. The Recipient will insert the clauses of Appendix A and E of this Assurance in every contract or agreement subject to the Acts and the Regulations.

4. The Recipient will insert the clauses of Appendix B of this Assurance, as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a Recipient.

5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the Assurance will extend to the entire facility and facilities operated in connection therewith.

6. That where the Recipient receives Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the Assurance will extend to rights to space on, over, or under such property.

7. That the Recipient will include the clauses set forth in Appendix C and Appendix D of this Assurance, as a covenant running with the land, in any future deeds, leases, licenses, permits, or similar instruments entered into by the Recipient with other parties:

- a. for the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
- b. for the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.

8. That this Assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the Assurance obligates the Recipient, or any transferee for the longer of the following periods:

- a. the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or
- b. the period during which the Recipient retains ownership or possession of the property.

9. The Recipient will provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he/she delegates specific authority to give reasonable guarantee that it, other recipients, sub-recipients, sub-grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Acts, the Regulations, and this Assurance.

10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Acts, the Regulations, and this Assurance.

By signing this ASSURANCE, *City of Tempe* also agrees to comply (and require any sub-recipients, sub-grantees, contractors, successors, transferees, and/or assignees to comply) with all applicable provisions governing *Federal Highway Administration* or *Arizona Department of Transportation* access to records, accounts, documents, information, facilities, and staff. You also recognize that you must comply with any program or compliance reviews, and/or complaint investigations conducted by the *Federal Highway Administration* or *Arizona Department of Transportation*. You must keep records, reports, and submit the material for review upon request to *Federal Highway Administration*, *Arizona Department of Transportation*, or its designee in a timely, complete, and accurate way. Additionally, you must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in

program guidance.

City of Tempe gives this ASSURANCE in consideration of and for obtaining any Federal grants, loans, contracts, agreements, property, and/or discounts, or other Federal-aid and Federal financial assistance extended after the date hereof to the recipients by the U.S. Department of Transportation under the *Federal Highway Administration* and *Arizona Department of Transportation*. This ASSURANCE is binding on Arizona, other recipients, sub-recipients, sub-grantees, contractors, subcontractors and their subcontractors', transferees, successors in interest, and any other participants in the *Federal Aid Highway Program*. The person(s) signing below is authorized to sign this ASSURANCE on behalf of the Recipient.

City of Tempe

by Andrew B. Ching

Andrew B. Ching, City Manager

DATED June 28, 2022

16.4.2. TITLE VI APPENDIX A

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

1. **Compliance with Regulations:** The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, *Federal Highway Administration or the Arizona Department of Transportation*, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. **Non-discrimination:** The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.
3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Non-discrimination on the grounds of race, color, or national origin.
4. **Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient, the *Federal Highway Administration or Arizona Department of Transportation* to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient, the *Federal Highway Administration, or Arizona Department of Transportation*, as appropriate, and will set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of a contractor's noncompliance with the Non-discrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the *Federal Highway Administration or Arizona Department of Transportation*, may determine to be appropriate, including, but not limited to:
 - a. withholding payments to the contractor under the contract until the contractor complies; and/or
 - b. cancelling, terminating, or suspending a contract, in whole or in part.
6. **Incorporation of Provisions:** The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the Recipient, the *Federal Highway*

Administration, or Arizona Department of Transportation may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

16.4.3. TITLE IV APPENDIX B

CLAUSES FOR DEEDS TRANSFERRING UNITED STATES PROPERTY

The following clauses will be included in deeds effecting or recording the transfer of real property, structures, or improvements thereon, or granting interest therein from the United States pursuant to the provisions of Assurance 4:

NOW, THEREFORE, the U.S. Department of Transportation as authorized by law and upon the condition that the *City of Tempe* will accept title to the lands and maintain the project constructed thereon in accordance with *Title 23*, United States Code the Regulations for the Administration of *Federal Aid for Highways*, and the policies and procedures prescribed by the *Arizona Department of Transportation, Federal Highway Administration* of the U.S. Department of Transportation in accordance and in compliance with all requirements imposed by Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252;42 42 U.S.C. § 2000d to 2000d-4), does hereby remise, release, quitclaim and convey unto the *City of Tempe* all the right, title and interest of the U.S. Department of Transportation in and to said lands described in Exhibit A attached hereto and made a part hereof.

(HABENDUM CLAUSE)

TO HAVE AND TO HOLD said lands and interests therein unto *City of Tempe* and its successors forever, subject, however, to the covenants, conditions, restrictions and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits and will be binding on the *City of Tempe*, its successors and assigns.

The *City of Tempe*, in consideration of the conveyance of said lands and interests in lands, does hereby covenant and agree as a covenant running with the land for itself, its successors and assigns, that (1) no person will on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination with regard to any facility located wholly or in part on, over, or under such lands hereby conveyed [,] [and]* (2) that the *City of Tempe* will

use the lands and interests in lands and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations and Acts may be amended[, and (3) that in the event of breach of any of the above-mentioned non-discrimination conditions, the Department will have a right to enter or re-enter said lands and facilities on said land, and that above described land and facilities will thereon revert to and vest in and become the absolute property of the U.S. Department of Transportation and its assigns as such interest existed prior to this instruction].*

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to make clear the purpose of Title VI.)

16.4.4. TITLE VI APPENDIX C

CLAUSES FOR TRANSFER OF REAL PROPERTY ACQUIRED OR IMPROVED UNDER THE ACTIVITY, FACILITY, OR PROGRAM

The following clauses will be included in deeds, licenses, leases, permits, or similar instruments entered into by the City of Tempe pursuant to the provisions of Assurance 7(a):

A. The (grantee, lessee, permittee, etc. as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree [in the case of deeds and leases add "as a covenant running with the land"] that:

1. In the event facilities are constructed, maintained, or otherwise operated on the property described in this (deed, license, lease, permit, etc.) for a purpose for which a U.S. Department of Transportation activity, facility, or program is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) will maintain and operate such facilities and services in compliance with all requirements imposed by the Acts and Regulations (as may be amended) such that no person on the grounds of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities.

B. With respect to licenses, leases, permits, etc., in the event of breach of any of the above Non-discrimination covenants, City of Tempe will have the right to terminate the (lease, license, permit, etc.) and to enter, re-enter, and repossess said lands and facilities thereon, and hold the same as if the (lease, license, permit, etc.) had never been made or issued.*

C. With respect to a deed, in the event of breach of any of the above Non-discrimination covenants, the City of Tempe will have the right to enter or re-enter the lands and facilities thereon, and the above described lands and facilities will there upon revert to and vest in and become the absolute property of the City of Tempe and its assigns*.

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.)

16.4.5. TITLE VI APPENDIX D

CLAUSES FOR CONSTRUCTION/USE/ACCESS TO REAL PROPERTY ACQUIRED UNDER THE ACTIVITY, FACILITY OR PROGRAM

The following clauses will be included in deeds, licenses, permits, or similar instruments/agreements entered into by City of Tempe pursuant to the provisions of Assurance 7(b):

A. The (grantee, licensee, permittee, etc., as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree (in the case of deeds and leases add, "as a covenant running with the land") that (1) no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over, or under such land, and the furnishing of services thereon, no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, (3) that the (grantee, licensee, lessee, permittee, etc.) will use the premises in compliance with all other requirements imposed by or pursuant to the Acts and Regulations, as amended, set forth in this Assurance.

B. With respect to (licenses, leases, permits, etc.), in the event of breach of any of the above Non-discrimination covenants, City of Tempe will have the right to terminate the (license, permit, etc., as appropriate) and to enter or re-enter or re-enter and repossess said land and the facilities thereon, and hold the same as if said (license, permit, etc., as appropriate) had never been made or issued.*

C. With respect to deeds, in the event of breach of any of the above Non-discrimination covenants, City of Tempe will there upon revert to and vest in and become the absolute property of City of Tempe and its assigns.*

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.)

16.4.6. TITLE VI APPENDIX E

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

Pertinent Non-Discrimination Authorities:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 *et seq.*), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 *et seq.*), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
- The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);

- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).

16.5. Changes and Extra Work/Contract Time and Contract Time Extensions

CONTRACT TIME AND CONTRACT TIME EXTENSIONS

In accordance with 23 CFR § 635.120, the following provisions apply to this Project.

- (A) The STD should have adequate written procedures for the determination of contract time. These procedures should be submitted for approval to the Division Administrator within 6 months of the effective date of this Final Rule.
- (B) Contract time extensions granted by a STD shall be subject to the concurrence of the Division Administrator and will be considered in determining the amount of Federal participation. Contract time extensions submitted for approval to the Division Administrator, shall be fully justified and adequately documented.

16.6. Federal Immigration and Nationality Act:

(A) General: The contractor, including all subcontractors, shall comply with all federal, state and local immigration laws and regulations, as set forth in Arizona Executive Order 2005-30, relating to the immigration status of their employees who perform services on the contract during the duration of the contract. The State shall retain the right to perform random audits of contractor and subcontractor records or to inspect papers of any employee thereof to ensure compliance.

(B) Compliance Requirements: By submission of a bid, the contractor warrants that the contractor and all proposed subcontractors are and shall remain in compliance with all federal, state and local immigration laws and regulations relating to the immigration status of their employees who perform services on the contract. The State may, at its sole discretion, require evidence of compliance from the contractor or subcontractor. Should the State request evidence of compliance, the contractor or subcontractor shall have ten working days from receipt of the request to supply adequate information.

The Department will accept, as evidence of compliance, a showing by the contractor or subcontractor that it has followed the employment verification provisions of the Federal Immigration and Nationality Act as set forth in Sections 274A and 274B of that Act, including implementation of regulations and agreements between the Department of Homeland Security and the Social Security Administration's verification service.

(C) Sanctions for Non-Compliance: Failure to comply with the immigration laws or to submit proof of compliance constitutes a material breach of contract. The Department will reduce the contractor's compensation by \$10,000 for the initial instance of non-compliance by the contractor or a subcontractor. Should the same contractor or subcontractor commit subsequent violations within a two-year time period from the initial violation, the contractor's compensation will be reduced by \$50,000 for each violation. The third instance by the same contractor or subcontractor within a two-year period may result, in addition to the \$50,000 reduction in compensation, in removal of the offending contractor or subcontractor, suspension of work in whole or in part or, in the case of a third violation by the contractor, termination of the contract

for default. In addition, the Department may debar a contractor or subcontractor who has committed three violations within a two-year period for up to one year. For purposes of this paragraph, a violation by a subcontractor does not count as a violation by the contractor. Any delay resulting from a sanction under this subsection is a non-excusable delay. The contractor is not entitled to any compensation or extension of time for any delays or additional costs resulting from a sanction under this subsection. An example of the sanctions under this subsection is presented in the following table:

Offense by:			Reduction in Compensation
Contractor	Subcontractor A	Subcontractor B	
First			\$10,000
	First		\$10,000
	Second		\$50,000
		First	\$10,000
	Third		\$50,000 *
* May, in addition, result in removal of the subcontractor and/or debarment of the subcontractor.			

16.6. AFFIRMATIVE ACTION (FOR FEDERAL-AID CONTRACTS)

The Consultant shall take the following affirmative action steps with respect to securing supplies, equipment or services under the terms of this Contract:

1. Include qualified firms owned by socially and economically disadvantaged individuals on solicitation lists.
2. Assure that firms owned by socially and economically disadvantaged individuals are solicited whenever they are potential sources.
3. When economically feasible, dividing total requirements into smaller tasks or quantities so as to permit maximum participation by firms owned by socially and economically disadvantaged individuals.
4. Where the requirement permits, establish delivery schedules which shall encourage participation by firms owned by socially and economically disadvantaged individuals.
5. Use the services and assistance of ADOT DBE Supportive Services Program, the Small Business Administration, the Office of Minority Business Enterprise of the Department of Commerce and the Community Services Administration as needed

16.7. FEDERAL DEBARMENT AND SUSPENSION

- a. By signature on this Contract, the Consultant certifies its compliance, and the compliance of its Subconsultants or subcontractors, present or future, by stating that any person associated therewith in the capacity of owner, partner, director, officer, principal investor, project director, manager, auditor, or any position of authority involving federal funds:
 1. Is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any Federal Agency;

2. Does not have a proposed debarment pending;
 3. Has not been suspended, debarred, voluntarily excluded or determined ineligible by any Federal Agency within the past three (3) years; and
 4. Has not been indicted, convicted, or had a civil judgment rendered against the firm by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past three (3) years as specified by Code of Federal Regulations 49 CFR paragraph 29.305(a).
- b. Where the Consultant or its Subconsultant is unable to certify to the statement in Section a.1. above, the Consultant or its Subconsultant shall be declared ineligible to enter into Contract or participate in the project.
 - c. Where the Consultant or Subconsultant is unable to certify to any of the statements as listed in Sections a.2., a.3., or a.4. above, the Consultant or its Subconsultant shall submit a written explanation to the Department. The certification or explanation shall be considered in connection with the Department's determination whether to enter into Contract.
 - d. The Consultant shall provide immediate written notice to the Department if, at any time, the Consultant or its Subconsultant, learn that its Debarment and Suspension certification has become erroneous by reason of changed circumstances.

[SIGNATURE PAGE TO FOLLOW]

SIGNATURE PAGE

Bike and Pedestrian Improvements-Country Club Way from ASU Research Park to US-60 Bike Pedestrian Bridge Project No. 6008961, Federal Project No. TMP-0(255)D, ADOT TRACS No. T31201C

DATED this 4th day of May, 2023.

CITY OF TEMPE, ARIZONA

By: _____
Corey D. Woods, Mayor

By: _____
Interim Engineering and Transportation Director

ATTEST:

Recommended By:

Kara A. DeArrastia, Interim City Clerk

Deputy Engineering and
Transportation Director/City Engineer

APPROVED AS TO FORM:

Sonia M. Blain, City Attorney

Consultant warrants that the person who is signing this Contract on behalf of Consultant is authorized to do so and to execute all other documents necessary to carry out the terms of this Contract.

CONSULTANT
Consultant Engineering, Inc.

Signature

Printed Name

Title

Email Address

Federal I.D. No./Social Security No.

March 27, 2023

EXHIBIT A

Mr. Barrett Jurgemeyer, PE
Principal Civil Engineer
City of Tempe Engineering Division
31 E. 5th Street
Tempe, Arizona 85281

Email: barrett_jurgemeyer@tempe.gov

Re: Fee Proposal
Country Club Way Bike and Pedestrian Improvement Project – ASU Research Park to US-60
City of Tempe Project No. 6008961
Federal Project No. TMP-0(255)D
ADOT Tracs No. 000 MA T0312 01D
Construction Management Professional Services
CEI #: 172.00

Dear Mr. Jurgemeyer:

Consultant Engineering, Inc. (CEI) would like to thank the City of Tempe for selecting our firm for the Country Club Way Bike and Pedestrian Improvement Project, from ASU Research Park (Warner Road) to US-60 (Cole Park). We will be performing Construction Management Professional Services for this federally funded project (CMAQ Grant).

Attached, please find our Construction Management Scope of Services (Attachment "A") and Fee Schedules (Attachment "B") as well as our sub consultants' fee schedules (Attachments "C", "D", and "E") for your consideration. **Our total fee for this project is \$716,629.72.**

Our fees are based on a direct labor, weighted average, of our hourly rates (not-to-exceed) per classification. Our overhead rate includes mileage to and from the project. We have not included an owner's allowance into our cost proposal. The proposal is based on a total construction duration of **270 calendar days** as well as pre-construction assistance and typical close-out services. In addition, we have included a copy of our firm's current IRS W-9, our over-head backup, and copies of resumes for our Project Manager and Resident Engineer.

If you have any questions or require additional information, please feel free to contact me at 480-689-6472 or blizzet@cei-az.com.

CEI looks forward to working with you and the City of Tempe on this project.

Sincerely,

CONSULTANT ENGINEERING, INC.



Brian Lizzet, PE, CCM
Project Manager/Principal

Attachments: Attachment A – Scope of Services
Attachment B – Fee Schedule/Work Breakdown Schedule
Attachment C – Makinen Professional Services (MakPro) Fee Schedule
Attachment D – Quality Testing, LLC (QT) Fee Schedule
Attachment E – PSI Intertek Fee Schedule

cc: Contract Administration (CEI # 0122172.00)

ATTACHMENT A

SCOPE OF SERVICES

Project Description

Construction Management Services for the Country Club Way Bike and Pedestrian Improvement Project. Services include pre-construction assistance, construction management, construction inspection, federal labor compliance and administration, record drawings, project management, and construction contract close out. **All contact with the city will be, first, the Senior Engineering Associate (SEA).**

Project Tasks

1. PRE-CONSTRUCTION TASKS

1. CM CONSULTANT shall facilitate and conduct the pre-construction meetings;
2. CM CONSULTANT shall coordinate with the CITY public outreach processes and expectations.
3. CM CONSULTANT shall provide bid review assistance as needed.
4. CM CONSULTANT shall Identify permit requirements. Monitor contractors permit status.
5. CM CONSULTANT shall assist contractor, if needed, with the ADEQ SWPPP NOI submittal.
6. CM CONSULTANT will review submittals as necessary for start of construction. Transmit to city specialty areas or design consultant as needed.
7. CM CONSULTANT will coordinate with Material Testing laboratory to create a QA Materials Sampling and Testing Plan. Consultant will be responsible for scheduling and coordinating city QA testing.
8. CM CONSULTANT will set up project filing system (hard copy) and initiate a web-based project documentation file share platform.

2. CONSTRUCTION TASKS

A. Weekly Construction Meetings

1. CM CONSULTANT shall conduct weekly (or bi-weekly) construction meetings including agenda and minutes.
2. CM CONSULTANT shall prepare and distribute agenda and minutes for each weekly construction meeting held.

B. CPM Schedule Review

1. CM CONSULTANT shall review Contractor's initial CPM schedule and provide recommendations for acceptance.
2. CM CONSULTANT shall review Contractor's monthly CPM schedule updates submitted with each payment application, identify CPM tasks behind schedule that may affect critical path items, project substantial and final completion dates and initiate correspondence to city regarding those tasks.

C. Shop Drawings/Requests for Information (RFI's)

1. CM CONSULTANT shall review Contractor shop drawing submittals and provide comments.
2. CM CONSULTANT shall prepare and maintain a submittal log of all shop drawing submittals.
3. CM CONSULTANT shall review and respond to contractor Requests for Information (RFI's).
4. CM CONSULTANT shall prepare and maintain a submittal log of all RFI's.

D. Material Certification

1. CM CONSULTANT shall review and verify material certifications are met including "Buy America" compliance.
2. CM CONSULTANT shall prepare and maintain materials certificate submittal log

E. Contractor Payment Applications

1. CM Consultant shall review Contractor monthly payment applications and make recommendation for payment in coordination with inspectors' daily logs. Work completed through the end of each month will be included on the monthly pay estimate.
2. CM CONSULTANT shall maintain a weekly record of constructed pay quantities and compile monthly totals.

F. Inspection Services

1. CM CONSULTANT shall provide daily construction inspection to verify materials and installations conform to construction documents. CM CONSULTANT assumes one (1) Project Supervisor Inspector, full time.
2. CM CONSULTANT has included one (1) Lead Inspector in support of the Project Supervisor as needed.
3. CM CONSULTANT shall prepare daily inspection reports documenting Contractor construction activities and progress noted during field inspection visits.
4. CM CONSULTANT shall take photo documentation of issues, before, progress and completed features for City reporting purposes.
5. CM CONSULTANT shall perform intermittent erosion control inspections.
6. CM CONSULTANT shall inspect, on a daily basis, the contractor's adherence to the City approved Traffic Control Plans.
7. CM CONSULTANT shall attend and document the contractor's Weekly Safety Meetings.

3. CONSTRUCTION ADMINISTRATION & DOCUMENTATION

A. Weekly Summary Reports

1. CM CONSULTANT shall prepare Construction Weekly Summary Report and provide via email to the City PM each Monday morning.

B. Federal Compliance Administration

1. CM CONSULTANT shall assist the City in any Federal Audits throughout the project.

C. Documentation / Files' Keeping

1. CM CONSULTANT shall develop a real-time project specific web-based file share platform to project team members and City personnel as needed.
2. CM CONSULTANT will maintain updated records of all project files on the project web-based file share platform
3. CM CONSULTANT shall provide document keeping and maintenance throughout the construction.

4. CLOSE OUT TASKS

1. CM CONSULTANT shall schedule and conduct substantial completion inspection of the project.
2. CM CONSULTANT shall prepare substantial completion punch list generated from substantial completion inspection.
3. CM CONSULTANT shall track items on the punch list and note the completed items.
4. CM CONSULTANT shall schedule and conduct final completion inspection.
5. CM CONSULTANT shall complete and distribute the substantial and final completion certificates.
6. CM CONSULTANT shall verify final payments have been received and reported for all sub contractors prior to issuing final payment to the prime contractor.
7. CM CONSULTANT shall make final determination of all contract quantities. Prepare and submit final payment request together with final quantity analysis, change orders, and all necessary certificates of performance documents on City approved forms.
8. CM CONSULTANT shall verify final payment quantities. Assure payment quantities are supported by Daily Inspection Reports.
9. CM CONSULTANT shall prepare contractor final payment documents including Final Pay Estimate, Final Quantity Adjustment CO, Quantity Over/Under run Explanation Report, Surety Release Consent & Contractor Affidavit.
10. CM CONSULTANT shall submit a final report stating that the project has been completed in substantial compliance with the contract requirements with the recommendation that the project be accepted and final payment made to Contractor.

11. CM CONSULTANT shall submit project files to City no later than 60 calendar days following final acceptance of the project.

5. UTILITY COORDINATION

A. Utility Coordination

1. CM CONSULTANT shall coordinate with utility representatives to schedule new service connections and necessary relocations.

6. MATERIALS TESTING AND QUALITY ASSURANCE (QA)

A. Quality Control (QC) Test Program

1. CM CONSULTANT shall review and verify Contractor's Quality Control material test type and frequencies are consistent with County, and MAG requirements.
2. CM CONSULTANT shall review Contractor's QC test schedule and provide recommendations on acceptance.

B. Quality Assurance (QA) Test Program

1. CM CONSULTANT shall prepare and maintain a Materials Sample Checklist per City, and MAG requirements.
2. CM CONSULTANT shall coordinate with Contractor's testing representative to obtain required QA tests and sample.
3. CM CONSULTANT shall complete sampling and compaction testing of borrow/fill, subgrade (including subgrade base), aggregate base, concrete, asphalt concrete materials, trench backfill, etc.

C. Independent Assurance (IA) Test Program

1. CM CONSULTANT will provide 3rd party independent quality assurance sampling and testing per the approved QA program.

7. RECORD DRAWINGS

A. Record Drawings

1. CM CONSULTANT shall review and monitor Contractor's updates on red-line drawing set prior to submittal to the City.

8. PROJECT MANAGEMENT

A. Project Monitoring

1. CM CONSULTANT shall prepare regular monthly progress reports
2. CM CONSULTANT shall perform regular budget monitoring
3. Pay applications will be submitted monthly.

B. Manage Sub-Consultants

1. CM CONSULTANT shall monitor all sub-consultants schedule and work products and ensure that all activities are coordinated.

9. LIST OF PROJECT DELIVERABLES

- A. Meeting Minutes
- B. Weekly Summary Reports
- C. Monthly CPM Schedule Reviews
- D. Monthly progress reports/invoicing
- E. Monthly Pay Applications
- F. Substantial/Final Completion Certificates
- G. Final Pay Estimate
- H. Final Quantity Adjustment CO
- I. Quantity Over/Under run Explanation Report
- J. Surety Release Consent & Contractor Affidavit (City provided form)
- K. Record Drawings
- L. Project Files

10. PROPOSED TEAM

- A. Project Manager (Brian Lizzet): 6.5%-time commitment
- B. Resident Engineer (Paul Vidmar): 50%-time commitment
- C. Project Supervisor (TBD): 100%-time commitment
- D. Federal Compliance Support (Claudia Harriet): 12.5%-time commitment.
- E. Our key staff will be supported with:
 - a. Lead Inspector (TBD)
 - b. Landscape Architect (Bart Brown)
 - c. Schedule Reviewer (Dan Ross)
- F. Our sub-consultants' include:
 - a. MakPro for public reach-out/awareness services
 - b. Quality Testing for Quality Assurance Materials Testing services
 - c. PSI Intertek for Independent Assurance Testing services.

11. ASSUMPTION, CLARIFICATIONS, AND EXCLUSIONS

- A. Construction duration 9 Months
- B. Inspectors will be fully equipped with vehicles, computers, inspector tools, camera, and equipment required to perform their tasks
- C. All hourly rates are regular rates and no overtime or weekend hourly rates are included.
- D. All tasks will be hourly, not to exceed



Construction Management Services Fee for

Consultant Engineering Inc. CEI

**Country Club Way Multi-Use Path
Warner Road to US60**

Cost Proposal - March 2023

Direct Labor			
Classification	Hours	Weighted Hourly Rate	Cost
Const. Review/Pre-Construction			
Project Manager	20	\$75.00	\$1,500.00
Resident Engineer	84	\$65.00	\$5,460.00
Project Supervisor	80	\$48.00	\$3,840.00
Lead Inspector	40	\$39.00	\$1,560.00
Landscape Architect	10	\$47.00	\$470.00
Field Office Manager	80	\$36.00	\$2,880.00
Schedule Reviewer	16	\$63.50	\$1,016.00
Subtotal Pre-construction			\$16,726.00
Construction			
Project Manager	102	\$75.00	\$7,650.00
Resident Engineer	780	\$65.00	\$50,700.00
Project Supervisor	1560	\$48.00	\$74,880.00
Lead Inspector	440	\$39.00	\$17,160.00
Landscape Architect	44	\$47.00	\$2,068.00
Field Office Manager	195	\$36.00	\$7,020.00
Schedule Reviewer	72	\$63.50	\$4,572.00
Subtotal Construction			\$164,050.00
Post-Construction/Close-out			
Project Manager	24	\$75.00	\$1,800.00
Resident Engineer	140	\$65.00	\$9,100.00
Project Supervisor	0	\$48.00	\$0.00
Lead Inspector	0	\$39.00	\$0.00
Landscape Architect	18	\$47.00	\$846.00
Field Office Manager	180	\$36.00	\$6,480.00
Schedule Reviewer	0	\$63.50	\$0.00
Subtotal Post-construction			\$18,226.00
Consultant's Subtotal Direct Labor			\$199,002.00
Consultant's Overhead @		164.37%	\$327,099.59
Consultant's Profit @		10.00%	\$52,610.16
Total Consultant			\$578,711.75
Subconsultants			
MakPro (Public Outreach)			\$25,700.00
Quality Testing, LLC (Quality Assurance)			\$103,217.97
PSI Intertek (Independent Assurance)			\$9,000.00
Subtotal Subconsultants			\$137,917.97
Total Cost			\$716,629.72

Limitations & Conditions and Assumptions:

Construction duration 9 Months

Inspectors will be fully equipped with vehicles, computers, inspector tools, camera, and equipment required to perform their tasks.

All hourly rates are regular rates and no overtime or weekend hourly rates are included.

All tasks will be hourly, not to exceed

ATTACHMENT B - WORK BREAKDOWN SCHEDULE

LABOR HOURS
COUNTRY CLUB WAY MULTI-USE PATH
WARNER RD TO US60

Key
Const. Review/Pre-Construction
Construction
Post-Construction/Close-out

		2023																																						
LABOR-HOURS	PROJECT PERSONNEL	MAY				JUNE				JULY				AUGUST				SEPTEMBER				OCTOBER				NOVEMBER				DECEMBER				2023 TOTALS						
	Week of	8-May	15-May	22-May	29-May	5-Jun	12-Jun	19-Jun	26-Jun	3-Jul	10-Jul	17-Jul	24-Jul	31-Jul	7-Aug	14-Aug	21-Aug	28-Aug	4-Sep	11-Sep	18-Sep	25-Sep	2-Oct	9-Oct	16-Oct	23-Oct	30-Oct	6-Nov	13-Nov	20-Nov	27-Nov	4-Dec	11-Dec	18-Dec	25-Dec					
	Project Manager	2	2	2	2	2	2	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	98
	Resident Engineer	4	4	4	4	4	4	20	40	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	604
	Project Supervisor							40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	1120
	Lead Inspector								40										20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	380
	Landscape Architect								10	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	54
	Field Office Manager					20	20	20	20	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	210
	Schedule Reviewer								16					8																						8				64
LABOR-HOURS	PROJECT PERSONNEL	2024																																						
	Week of	1-Jan	8-Jan	15-Jan	22-Jan	29-Jan	5-Feb	12-Feb	19-Feb	26-Feb	4-Mar	11-Mar	18-Mar	25-Mar	1-Apr	8-Apr	15-Apr	22-Apr	29-Apr	6-May	13-May	20-May	27-May	3-Jun	10-Jun	17-Jun	24-Jun	1-Jul	8-Jul	15-Jul	22-Jul	29-Jul	5-Aug	12-Aug	19-Aug	2024 TOTALS				
	Project Manager	2	2	2	2	2	2	2	2	2	2	2	2	2					4	4	4	4	4	4	4													48		
	Resident Engineer	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	10	10	10	10													400	
	Project Supervisor	40	40	40	40	40	40	40	40	40	40	40	40	40																									520	
	Lead Inspector	20	20	20	20	20																																	100	
	Landscape Architect														2	2	2	2	2	2	2	2	2	2	2	2													18	
	Field Office Manager	5	5	5	5	5	5	5	5	5	5	5	5	5	20	20	20	20	20	20	20	20	20	20	20	20													245	
	Schedule Reviewer						8							8																									24	
	TOTAL																																						3,885	



MakPro Services, LLC
2036 N. Gentry • Mesa, AZ 85213

Office: 480-890-1927
Email: teresa@makprosvc.com

March 13, 2023

Mr. Brian Lizzet
Consultant Engineering, Inc.
135 E Chilton Dr., Suite 101
Chandler, AZ 85225

Dear Brian:

MakPro Services, LLC (MakPro) is pleased to provide the following proposal for public outreach services for the City of Tempe's Country Club Way Bicycle & Pedestrian Improvement Project (6008961), from ASU Research Park at Warner Road to US-60, roughly following the alignment of Country Club Way. The project will include a 10-foot wide concrete path, an adjacent equestrian path (between Warner and Elliot roads), landscaping, lighting, shade nodes, and a pedestrian-activated traffic signal at Warner Road. The portions of the project that are on-street will include the addition of bicycle facilities and improve the pedestrian environment and ADA access. Public outreach is an important element in projects that impact nearby residents and businesses and provides a link between the project and the community it impacts. The City of Tempe has developed a strong relationship with its residents and businesses, and have held several public meetings for feedback during planning and design, and it will be important to continue this communication into construction. Many times, this link is all that is needed to help a project run more smoothly.

There are a variety of public outreach tools which can be used to establish appropriate communication with the effected stakeholders of a project. The services included in this scope and fee are based on my experience with CEI on similar previous projects. This estimate is based on an estimated 9-month construction schedule. In addition, the public outreach services have been categorized into tasks; however, adjusting one task may require adjustment of other tasks as there are economies of scale and efficiencies embedded in the cost estimate.

Please take a moment to review this scope and cost estimate and if I've missed or misunderstood any of the project characteristics, or if you'd like to customize this proposal in some other way, please let me know.

Task 1: Pre-Construction and Partnering Meeting, Project Progress Meetings and Ongoing Team Communication

MakPro will prepare for and attend the pre-construction meeting, coordinate and facilitate the partnering meeting and attend project progress meetings during construction (9 months for approximately 36 progress meetings), as well as participate in ongoing team communications throughout the project. This task also includes monitoring the partnering process with monthly PEP evaluations and tracking.

Task 2: Pre-Construction Public Meeting

MakPro will coordinate to schedule and participate in a pre-construction meeting for the public to provide an opportunity to let them know of the upcoming start of construction, schedule and sequencing. MakPro will assist in preparing/reviewing presentation information, staff, participate in, and prepare the meeting summary for use by the project team. An interpreter will be available to attend the meeting. This task includes the public meeting notice to residents. Reimbursable expenses for postage/printing of invites is included as a reimbursable in this estimate. Based on our previous experience in this area during design, this would be an approximate 1,000-foot radius distribution area around the project area, with approx. 1,300 pieces. If needed, MakPro shall prepare and include a demographic survey to incorporate as an exit survey for public meeting participants per Title VI. The results of the survey shall be consolidated and reported to City of Tempe.

Task 3: Community Contact & Communications

It is assumed the City of Tempe will maintain construction information on their existing webpage for the project; however, MakPro will coordinate to provide current information for updates. MakPro shall coordinate with Tempe's Neighborhood Services to develop, print, coordinate and hand deliver one printed construction notice to project area businesses impacted by the work. MakPro will coordinate with nearby businesses or HOAs for work nearby to provide contact information and tentative construction schedule and sequencing.

MakPro shall maintain a 24-hour bilingual project hotline to respond to inquiries or complaints, maintain a call log and coordinate with the project team to respond to calls.

The total cost for public outreach services as identified above and **based on a 9-month project schedule should not exceed \$25,700.00, which includes a \$4,220 estimate for printing, distribution and translation costs.** This cost estimate assumes a labor rate of \$120/hour for principal and \$100/hour for associate hours, and includes meeting preparation, materials and equipment, and local transportation. The project hotline is billed at \$300/mo for availability 24/7, and progress meetings have a one-hour minimum. Excluded from this estimate are any unusual out-of-pocket expenses requested by the sponsor. It should be noted that reimbursable expenses for this project have been estimated, based on an approximately 1,000-foot boundary for distribution. In addition, the estimate incorporates efficiencies from one task/activity to another, so removal of an activity may require an adjustment of hours in other activities.

ATTACHMENT C

Mr. Brian Lizzet, Consultant Engineering, Inc. (CEI)

March 13, 2023

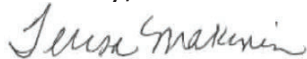
Public Outreach Svcs – Tempe Country Club Way Bicycle & Pedestrian Improvement Project (6008961)

Activity	Principal Hrs (\$120/hr)	Associate Hrs (\$100/hr)	Total
Public Outreach Services			
Task 1: Pre-construction, Partnering, Progress Meetings	31	39	\$7,620
Task 2: Pre-Construction Public Meeting	22	14	\$4,040
Task 3: Community Contact & Communications Hotline 10 mos @ \$300	31	31	\$6,820 \$3,000
Sub Total	84	84	\$21,480
Printing/Distribution Cost (mailing at approx. 1,300 pieces each)			\$3,720
Translator Cost			\$500
Grand Total			\$25,700

This proposal assumes any displays, exhibits, engineering designs or details, required for public meetings or information will be provided by the owner, the design engineer, or the contractor. MakPro is not responsible for documenting existing property conditions, or for individual door hanger notifications for access restrictions or service disruptions. In addition, MakPro is not responsible for project signage or traffic signage. Changes of substance to this proposal during the project may affect the final cost.

Thank you for the opportunity to work with CEI and the City of Tempe on this exciting project. Should you have questions or need additional information related to this proposal, please feel free to contact me at (480) 890-1927.

Sincerely,



Teresa Makinen



ATTACHMENT D
PROPOSAL SUMMARY

PROJECT NAME : **6008961 - Country Club From ASU Research Park to US-60 Bike Pedestrian Bridge**

SCOPE OF SERVICES: **Quality Control Testing**

LABOR FEES

CLASSIFICATION	LABOR TYPE	REG HOURS	REGULAR RATE	ASS'D % OT	OVERTIME HOURS	OVERTIME RATE ⁽¹⁾	EXTENDED LABOR COST
Registered Engineer	Direct	4	\$ 202.23			\$ 202.23	\$ 808.92
Materials Project Manager	Direct	40	\$ 153.17			\$ 229.76	\$ 6,126.80
Materials Data Coordinator	Direct	53	\$ 144.45			\$ 216.68	\$ 7,655.85
Materials Field Technician	Direct	720	\$ 75.12			\$ 75.12	\$ 54,086.40
Lab Trechnician	Indirect	278	\$ -				
(1) Regular Rate X Overtime Premium of 1.5							
SUBTOTAL DIRECT LABOR							\$ 68,677.97

VEHILE AND PER-DIEM CHARGES

DESCRIPTION	NO. UNITS	UNITS	UNIT PRICE	EXTENDED VEHICLE AND PER-DIEM
Trip Charge	120	EA	\$ 65.00	\$ 7,800.00
SUBTOTAL VEHICLE AND PER-DIEM CHARGES				\$ 7,800.00

OTHER PROJECT DIRECT CHARGES

DESCRIPTION	NO. UNITS	UNITS	UNIT PRICE	EXTENDED OTHER PROJECT CHARGES
				\$ -
				\$ -
				\$ -
				\$ -
SUBTOTAL OTHER PROJECT DIRECT CHARGES				\$ -

LAB TESTING FEES

DESCRIPTION	NO. UNITS	UNITS	UNIT PRICE	EXTENDED LABORATORY FEES
301 - Concrete Compressive Strength Cylinders	160	EA	\$ 18.00	\$ 2,880.00
416 - Sieve Analysis	22	EA	\$ 75.00	\$ 1,650.00
301 - Plasticity Index	2	EA	\$ 85.00	\$ 170.00
301 - Standard Proctor	3	EA	\$ 120.00	\$ 360.00
415 - Sand Equivalent	21	EA	\$ 110.00	\$ 2,310.00
408 - Moisture Determination	21	EA	\$ 18.00	\$ 378.00
505 - AC Content w/ Gradation (Ignition Method)		EA	\$ 200.00	\$ -
510 - AC Gyratory Bulk Density (Set of 2)		EA	\$ 190.00	\$ -
509 - AC Maximum Specific Gravity (Rice) (Set of 3)		EA	\$ 155.00	\$ -
501 - AC Core Density/Thickness		EA	\$ 25.00	\$ -
601 - AC Binder PG Verification		EA	\$ 980.00	\$ -
713 - Residue by Evaporation (Distillation)	21	EA	\$ 260.00	\$ 5,460.00
619 - Elastic Recovery	21	EA	\$ 150.00	\$ 3,150.00
623 - Penetration	21	EA	\$ 150.00	\$ 3,150.00
618 - Ductility	21	EA	\$ 150.00	\$ 3,150.00
625 - Softening Point	21	EA	\$ 110.00	\$ 2,310.00
501 - Concrete Core Thickness	0	EA	\$ 20.00	\$ -
820 - Tensile Strength		EA	\$ 120.00	\$ -
Unplanned Lab Testing Quantity Factor	1	10%	\$ 1,772.00	\$ 1,772.00
TOTAL LABORATORY TESTING FEES				\$ 26,740.00

TOTAL ESTIMATE OF ALL FEES **\$ 103,217.97**

Shekhar Shah, Sr. Project Manager
Estimator

March 10, 2023
Date



ATTACHMENT D SCHEDULED PROJECTED MAN-HOURS

PROJECT NAME : 6008961 - Country Club From ASU Research Park to US-60 Bike Pedestrian Bridge

CONSULTANT : QT

DATE: March 10, 2023

ESTIMATED FTEs IN THE MONTH

PROJECT PERSONNEL / SUB CONSULTANT MAN-HOURS	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	SUBTOTAL REGULAR HOURS	% OT	SUBTOTAL O/T	TOTAL	
JUN 2022 through MAY 2024	J-22 22	J-22 20	A-22 23	S-22 21	O-22 21	N-22 20	D-22 22	J-23 21	F-23 19	M-23 23	A-23 20	M-23 22	J-23 22	J-23 20	A-23 23	S-23 20	O-23 22	N-23 21	D-23 20	J-24 21	F-24 20	M-24 21	A-24 22	M-24 22					
Registered Engineer	0.01	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.01																4 m-h	0%	m-h	4 m-h
Materials Project Manager	0.03	0.02	0.03	0.02	0.03	0.02	0.03	0.03	0.03																	40 m-h	0%	m-h	40 m-h
Materials Data Coordinator	0.04	0.04	0.04	0.04	0.04	0.04	0.04	0.04	0.04																	53 m-h	0%	m-h	53 m-h
Materials Field Technician	0.50	0.50	0.51	0.50	0.50	0.50	0.46	0.40	0.41																	720 m-h	0%	m-h	720 m-h
Lab Trechnician	0.18	0.18	0.18	0.18	0.18	0.18	0.19	0.19	0.19																	278 m-h	0%	m-h	278 m-h
ABOVE PERIOD - MONTHLY FULL TIME EQUIV. (FTEs)																													
TOTAL FTEs (DIRECT LABOR ONLY)	0.08	0.06	0.07	0.06	0.07	0.06	0.07	0.06	0.08	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	97 m-h	0%	m-h	97 m-h
TOTAL FTEs (DIRECT LABOR & VEHICLE)	0.50	0.50	0.51	0.50	0.50	0.50	0.46	0.40	0.41	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	720 m-h	0%	m-h	720 m-h
TOTAL FTEs (INDIRECT LABOR ONLY)	0.18	0.18	0.18	0.18	0.18	0.18	0.19	0.19	0.19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	278 m-h	0%	m-h	278 m-h
TOTAL FTEs (SUBCONTRACTED LABOR)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	m-h	0%	m-h	m-h
TOTAL FTEs (ALL LABOR CLASSES)	0.76	0.74	0.76	0.74	0.75	0.74	0.72	0.65	0.68	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1095 m-h	0%	m-h	1095 m-h
TOTAL ACTUAL POSITIONS	5	4	4	4	4	4	4	4	5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				38
TOTAL VEHICLES	1	1	1	1	1	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				9



COST ESTIMATE SUMMARY

SUB CONSULTANT :	QT
PROJECT NAME :	6008961 - Country Club From ASU Research Park to US-60 Bike Pedestrian Bridge
PROJECT OWNER:	City of Tempe
PROJECT NUMBER:	6008961

GENERAL INFORMATION / ASSUMPTIONS

BASIS OF ESTIMATE

- 1 **ESTIMATE Amount Based on Defined Scope:** This cost proposal is considered an **initial** Time & Materials cost estimate, subject to the GENERAL INFORMATION/ASSUMPTIONS as defined herein. For the estimate amount, QT will perform the requested Materials sampling and testing, both field and lab, that is specifically identified this cost estimate.

Assumptions of Production:

We have assumed a total of up to **120 trips (or 720 hours) for materials testing services on this project.** This is proposed as an assumed on-call time and materials basis. Any work or site visits that are outside those specified in the cost breakdown are beyond the scope of this project and subject to additional charges based on the referenced hourly or unit rates.

Work Outside of Defined Scope: If sampling and testing work is requested by the client that is not already defined in proposal, such work will be accommodated; however, compensation for such services shall be in addition to the Estimate amount. QT encourages client project management to inform job-level project staff that requests for services outside the originally defined scope will result in additional costs. Once identified, QT management will request a Supplemental Agreement (SA), defining the scope, cost, and description of any requested additional work. Preferably, the requested additional work will not be performed until after the SA form is signed and returned by client management. However, because requests are often the result of unplanned events, and in order to not impact the construction schedule, some work may be performed prior to the SA form being generated and returned. Regardless, by requesting the additional services, and then allowing them to be performed on the project, the client is accepting the responsibility to pay for requested services.

Schedule: The estimate amount was developed prior to bid and without the benefit of a detailed project schedule. In order to properly plan resource utilization after the bid, the client shall provide QT with a detailed base schedule prior to construction. Using this detailed base schedule, QT will redistribute the pre-bid designated manpower and testing resources in accordance with the actual planned sequence and duration of scheduled construction activities. This redistribution of resources will be provided to client management for comment and to further clarify the scope of planned services. Significant deviation from the base schedule that results in extra field presence, or extra samples, may be considered extra work.

References that Define Materials Testing Requirements: This cost proposal is based upon the QT's interpretation of sampling and testing requirements from the supplied plans and specifications. If these interpretations are in error, if they change, or if the client elects to alter the sampling criteria, QT reserves the right to revise the scope and fee to fit these changes to the assumptions.

- 2 **Periodic Materials Testing Report Summaries:** Reports will be provided on a weekly basis, although test results will be conveyed in real time as requested by the Client. Weekly Reports will be submitted to the designated client representative by the week following the timeframe in which the work was performed. Reports shall show the sampling and testing activities performed by QT during the reporting period. Reports from non-QT entities (i.e. suppliers, other firms, etc.) will be included if provided by the client. QT utilizes a sophisticated materials testing information system for managing and reporting on project test information. Reports from this system will be provided in pdf format for use by client.
- 3 **Invoicing:** Invoicing will occur on a 4 week cycle. Each invoice shall include original scope charges that represent an appropriate, and defined, fraction of the original scope estimate amount. In the event that extra work is requested and provided during the invoicing period, such services shall be identified separately from the original scope charges on invoices. Additional work shall be calculated based on the unit prices defined in this cost proposal, or as otherwise superseded in specific Supplemental Agreements.
- 4 **Laboratory Facility:** This estimate is based upon all laboratory testing being conducted in QT's AASHTO Accredited testing facility. The QT facility is a full service production laboratory that services numerous project's simultaneously. Efforts are always made to prioritize samples in accordance with project needs.



Professional Service Industries, Inc.
4050 E. Cotton Center Blvd. Suite 59
Phoenix, AZ 85040
Phone: (480) 721-1123

Mr. Brian Lizzet, PE, CCM
Vice President
Consultant Engineering, Inc.
135 E. Chilton, Suite 101
Chandler, AZ 85225
blizzet@cei-az.com

Re: IA Role -Construction Materials Testing and Observation Proposal
Country Club from ASU Research Park to US-60 Bike Pedestrian Bridge
City of Tempe, AZ

Dear Mr. Lizzet:

Professional Service Industries, Inc. (PSI) is pleased to submit the following proposal to perform IA Construction Materials Testing and Observation Services. The project consists of the construction of a new roadway from ASU Research Park to US-60 Bike Pedestrian Bridge in Tempe, AZ.

PSI has the technical capabilities, personnel and equipment resources, and local expertise to provide you with superior testing and observation services. We are consistently ranked by Engineering News Record magazine as one of the nation's largest consulting engineering firms and PSI is considered the leading firm of our type in the engineering and construction industry. PSI has licensed, registered, and certified professionals, and offers the comfort of using one of America's largest and respected engineering companies.

PSI proposes to provide experienced, technical personnel to perform testing services as requested in general accordance with project specifications. PSI has reviewed the project specifications in preparation of this proposal. We have attached our "Anticipated Scope of Services and Proposal Assumptions". We propose to accomplish the work on a unit fee basis in accordance with our anticipated scope of services and assumptions, and the unit rates provided in the Rate Table below. All our work will be performed pursuant to the PSI Standard Terms and Conditions. PSI's fees will be determined by the actual amount of technical time and materials expended on the project and the amount of laboratory testing performed.

Please note that the fees for our services are directly related to the contractor's schedule, the quantity of service requests, the quantity and frequency of failed tests / retests, construction delays and other issues outside the control of PSI. We will work with your firm to control the budget for our services; however, invoices will be based on the actual service request.

Construction Hive™ is the primary report distribution platform used by PSI to provide a better experience to our clients. After you have established a project and obtained a password, you will have 24-hour access to your reports on this website from any internet enabled device with a web browser. Construction Hive™ has powerful report viewing, retrieval and searching capabilities that allow you to find the information





you are looking for faster and with greater ease. An administrative fee may be assessed to accommodate other methods of report distribution.

This proposal includes our services to observe, test and report on the construction activities listed below. Please note that our construction materials testing services will be performed on an intermittent, call-out, as requested basis. Special inspections services will be continuous or periodic depending on the specific elements being inspected; those elements are broken down in our anticipated construction materials testing services below. Scheduling will be the responsibility of our client's designated representative. Requests for services must be coordinated prior to the close of the business day preceding the requested activity. A management fee may be assessed to accommodate service requests that are not submitted prior to the close of the preceding business day.

We look forward to providing our services during construction of the above referenced project. Please do not hesitate to contact our office with any questions or concerns.

Respectfully submitted,
Professional Service Industries, Inc.

Andrew S. Bellon
Branch Manager

Attachments: Anticipated Scope of Services and Proposal Assumptions & Rate Table
 PSI General Notes
 Project Data Sheet

Proposal Acceptance	
Date:	Agreed to this _____ day of _____, 2025
Signature:	
Printed Name:	
Title:	
Firm:	



Anticipated Scope of Services and Proposal Assumptions	
Construction Documents	1. PSI did not have a set of Civil Design drawings prepared duration the preparation of this proposal.
Earthwork	1. In-place moisture density gauge testing for structural and paving areas estimated at 1 test per lift per 5,000 s.f., with minimum of 2 per trip. 2. In-place moisture density gauge testing for utilities estimated at 1 test per 100 LF per 8" loose lift, with minimum of 2 per trip.
Concrete	1. Assumed to cast 1 set of 5, 4-inch by 8-inch concrete test cylinders for every 50 cubic yards of each specified class of concrete or daily fraction thereof. 1 set per placement minimum.
Asphalt	1. In-place moisture density gauge testing, estimated 1 test per lane per 500 LF 2. Laboratory testing of asphalt mixes used to meet project requirements



CEI - Country Club From ASU Research Park to US-60 Bike Pedestrian Bridge					
Materials Testing Estimate	\$ 9,000.00				
A. Earthwork	Unit	Qty	Unit Price	Item Total	Notes
Proctor Sample (ASTM D698)	Ea	4	\$ 115.00	\$ 460.00	
Proctor Sample (ASTM D1557)	Ea		\$ 135.00	\$ -	
Atterberg Limits	Ea	4	\$ 65.00	\$ 260.00	
Grain Size Analysis	Ea	4	\$ 65.00	\$ 260.00	
Engineering Technician	Hr	40	\$ 50.00	\$ 2,000.00	
Engineering Technician (OT)	Hr		\$ 75.00	\$ -	
Sr. Engineering Technician	Hr		\$ 60.00	\$ -	
Sr. Engineering Technician (OT)	Hr		\$ 90.00	\$ -	
Trip Charge	Trip	8	\$ 40.00	\$ 320.00	
Project Manager	Hr	8	\$ 90.00	\$ 720.00	
	Sub-Total			\$ 4,020.00	
B. Concrete/Grout					Notes
Engineering Technician	Hr	38	\$ 50.00	\$ 1,900.00	
Reinforcing Steel Inspections	Hr		\$ 70.00	\$ -	
Engineering Technician (OT)	Hr		\$ 75.00	\$ -	
Concrete Compression Cyl	Ea	50	\$ 15.00	\$ 750.00	
Trip Charge	Trip	9	\$ 40.00	\$ 360.00	
Project Manager	Hr	6	\$ 90.00	\$ 540.00	
	Sub-Total			\$ 3,550.00	
C. Asphalt					Notes
Engineering Technician	Hr	8	\$ 50.00	\$ 400.00	
Engineering Technician (OT)	Hr		\$ 75.00	\$ -	
Marshal / Extraction / Gradation	Ea	1	\$ 350.00	\$ 350.00	
Asphalt Coring/Patching	Ea	4	\$ 60.00	\$ 240.00	
Trip Charge	Trip	2	\$ 40.00	\$ 80.00	
Project Manager	Hr	4	\$ 90.00	\$ 360.00	
	Sub-Total			\$ 1,430.00	
D. Structural Steel					Notes
AWS/ICC Inspector	Hr		\$ 80.00	\$ -	
AWS/ICC Inspector (OT)	Hr		\$ 127.50	\$ -	
Trip Charge	Trip		\$ 40.00	\$ -	
Project Manager	Hr		\$ 90.00	\$ -	
	Sub-Total			\$ -	
E. Floor Flatness	Ea		\$ 250.00	\$ -	
	Sub-Total			\$ -	
F. Other					Notes
Per Diem	Day	0	\$ -	\$ -	
	Sub-Total			\$ -	
	TOTAL			\$ 9,000.00	
Notes:					
Actual fees will vary depending on amount of earthwork, weather delays, contractors' schedule, etc					
Estimate is based on asphalt paving, however, concrete paving will not significantly alter budget					
Overtime is calculated at 1.3 times standard rates					

**PSI General Notes**

1. Unit prices/rates are in effect for the calendar year of this proposal and are subject to a 6% change on an annual basis thereafter
2. Services not included may be quoted upon request
3. Testing is conducted in general accordance with ASTM procedure and project specifications
4. All hourly testing will be on a portal to portal basis from 4050 E. Cotton Center Blvd. Phoenix, AZ.
5. The minimum billing increment for time is the full hour
6. A minimum charge of 3 hours applies to field testing and observation services, and sample pick up
7. A one-time project set-up charge at a rate of \$150.00 applies to all projects
8. Scheduling or cancellation of field testing and observation services is required no less than the working day prior to the date the services are to be performed. Services cancelled without advance and/or inadequate notice will be assessed a minimum 2-hour charge. Service requests without notice prior to the close of the proceeding business day may incur a fee for the Manager's time to adjust the PSI schedule, and to review project requirements with the site personnel.
9. Overtime rates will be applicable for services performed before 7:00am and after 5:00pm, over 8 hours per day Monday through Friday and for all hours worked on Saturdays, Sundays and holidays unless prior arrangements have been made and are agreed upon by the client and PSI Project Manager. The overtime rate will be 1.5 times the applicable unit rate. Services performed on Sundays and Holidays will be invoiced at 2 times the applicable hourly rate. Surcharges for laboratory services during overtime hours or for expedited results may apply (these surcharges will be 1.5 times the applicable unit rate). The minimum billing increment for overtime is the full hour.
10. Project Manager to schedule and supervise personnel and evaluate and review reports will be billed at a minimum of 0.2 hours per report issued.
11. Invoices will be billed monthly. Invoices will be mailed on or about the third business day after the month to which services were rendered.
12. Concrete test cylinder sizes will be in accordance with ASTM C31 and ACI 318.
13. ACI 301-10 section 1.6.2.2.d, states that the contractor is responsible for "[providing] space and source of electrical power on the project site for facilities to be used for initial curing of concrete test specimens as required by ASTM C31/C31M, for the sole use of the Owner's quality assurance testing agency." PSI understands the term "space" to mean "an environmentally controlled and secure space" for initial curing in the field, and the contractor is required to provide electricity and security of the space. Accordingly, this proposal does not include provisions or the associated fee for PSI to provide this service. The initial curing box can be provided by PSI at the project site for additional fees which shall include the daily rental cost and associated mobilization cost of the curing box. In the event the curing box is stolen or damaged as the site security is the responsibility of the contractor, PSI shall invoice our client the cost of the same at cost plus 10%.
14. Report distribution will be made available electronically. Report will be posted on the QEST Hive. Other requested methods of report distribution may incur an administrative fees.



Construction Materials Testing and Observation Services			
Project Name:			
Project Physical Address:			
Project Manager:			
Mobile No.:		Fax No.:	
Site Contact:			
Mobile No.:		Fax No.:	
Distribution of Test Reports			
<u>Contact Name</u>		<u>Email Address</u>	
Invoice Requirements			
Your Purchase Order No.:			
<u>Billing Address</u>		<u>Mailing Address (if different)</u>	
Attn:		Attn:	

Report Distribution:

PSI will deliver reports electronically to the client and others listed on the above distribution list. Reports will be posted on a password protected, secure website (Construction Hive) only available to those on the distribution list.

EXHIBIT B

AFFIDAVIT DEMONSTRATING LAWFUL PRESENCE IN THE UNITED STATES

A.R.S. § 1-501 and § 1-502 require any individual person or sole proprietor who applies to the City for a local public benefit (including the award of a contract) to demonstrate his or her lawful presence in the United States. An individual person or sole proprietor who submits a bid for this contract must complete this Affidavit and submit it with the bid, along with a copy of one of the documents listed below.

ALL VIOLATIONS OF FEDERAL IMMIGRATION LAW SHALL BE REPORTED TO 1-866-347-2423.

LAWFUL PRESENCE IN THE UNITED STATES CAN BE DEMONSTRATED BY PRESENTATION OF ONE (1) OF THE DOCUMENTS LISTED BELOW.

Please present the document indicated below to the City. If mailing the document, attach a copy of the document to this Affidavit. (If the document may not be copied, present the document in person to the City for review and signing of the affidavit.)

- 1. An Arizona driver license issued after 1996. Print first 4 numbers/letters from license:
2. An Arizona non-operating identification License. Print first 4 numbers/letters:
3. A birth certificate or delayed birth certificate issued in any state, territory or possession of the United States. Year of birth: Place of birth:
4. A United States Certificate of Birth abroad. Year of birth: Place of birth:
5. A United States passport. Print first 4 numbers/letters on Passport:
6. A foreign passport with a United States Visa. Print first 4 numbers/letters on Passport Print first 4 numbers/letters on Visa
7. An I-94 form with a photograph. Print first 4 numbers on I-94:
8. A United States Citizenship and Immigration Services Employment Authorization Document (EAD). Print first 4 numbers/letters on EAD:
9. Refugee travel document. Date of Issuance: Refugee Country:
10. A United States Certificate of Naturalization. Print first 4 digits of CIS Reg. No.:
11. A United States Certificate of Citizenship. Date of Issuance: Place of Issuance:
12. A tribal Certificate of Indian Blood. Date of Issuance: Name of Tribe:
13. A tribal or Bureau of Indian Affairs Affidavit of Birth. Year of Birth: Place of Birth:

I DO SWEAR OR AFFIRM UNDER PENALTY OF LAW THAT I AM LAWFULLY PRESENT IN THE UNITED STATES AND THAT THE DOCUMENT I PRESENTED ABOVE AS VERIFICATION IS TRUE.

Signature

Business/Company (if applicable)

Print Name

Address

Date:

City, State, Zip Code

STATE OF ARIZONA COUNTY OF MARICOPA

SUBSCRIBED AND SWORN to before me this day of , 2023.

[Notary Seal]

Notary Public

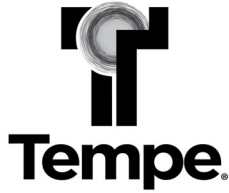


EXHIBIT C

**COMPLIANCE WITH TEMPE CITY CODE
CHAPTER 2 ARTICLE VIII SECTION 2-603(5)**

Per Tempe City Code Chapter 2 Article VIII Section 2-603(5), it is unlawful for a City vendor or City contractor, because of race, color, gender, gender identity, sexual orientation, religion, national origin, familial status, age, disability, or United States military veteran status, to refuse to hire or employ or bar or discharge from employment any person, or to discriminate against such person in compensation, conditions, or privileges of employment.

City vendors and contractors of fifteen (15) or more employees shall provide a copy of its antidiscrimination policy to the city's procurement officer to confirm compliance with this article. Employers having fourteen (14) or less employees may attest in writing to compliance with this article.

- CONTRACTOR means any person who has a contract with the City.
- VENDOR means a person or firm in the business of selling or otherwise providing products, materials, or services.

CONTRACTOR/VENDOR, select one:

_____ Current copy of antidiscrimination policy attached

OR

_____ I hereby certify _____ (contractor/vendor) to be in compliance with Tempe City Code Chapter 2 Article VIII Section 2-603(5).

Signature

Date: _____

Print Name

Title

Company

EXHIBIT D

CITY ENGINEERING SECURE FACILITIES ACCESS GUIDELINES

These guidelines are applicable to all contracts that call for work to be done in any of the City's secure facilities and are incorporated by reference into said contracts. Contractors should be advised that there are separate requirements for General Secure Facilities and Water Utilities Department Secure Facilities.

I. GENERAL SECURE FACILITIES ACCESS REQUIREMENTS

The Contractor and Third-Party Construction Manager shall provide the City with a 10-year background check for all employees, including subcontractors, working in any of the City's secure facilities which include, but are not limited to, the Tempe Transportation Center, East Valley Bus Operations and Maintenance Facility, Police Department/Courts Headquarters, and Police Department substations. Background checks shall be performed by an authorized company capable of conducting a nationwide search. Background checks shall include, at a minimum, information regarding state and national criminal and sexual offender information, and a 5-year driving record search. The Contractor and Third-Party Construction Manager shall be responsible for the cost of all their employee background checks. Below is a list of automatic and discretionary disqualifiers which may disqualify or make an individual ineligible to work at any of the City's secure facilities. The Contractor and Third-Party Construction Manager shall submit all employee background checks to the City of Tempe for review and authorization before the contractor employees or subcontractors are issued a Contractor Identification Badge and before being allowed to work at any of the City's secure facilities. All authorized contractor, subcontractor and third-party construction manager employees shall coordinate with the respective facility supervisor to obtain a contractor identification badge. Contractor and Third-Party Construction Manager employees must wear their contractor identification badge at-all-times while working at the City's secure facility.

AUTOMATIC DISQUALIFIERS

The following will disqualify any individual who has, at any time:

- Has known affiliations with gangs, gang members, terrorist groups and/or individuals,
- Outstanding felony warrants,
- Conviction for selling, producing, cultivating, or transporting marijuana for sale,
- Conviction for producing, cultivating, or transporting any dangerous drugs or narcotics for sale.

DISCRETIONARY DISQUALIFIERS

The following may, upon review by the Tempe Police Department, make an individual ineligible to work in or around secure areas of City Facilities:

- Unlawful sexual misconduct;
- DUI conviction or suspension of your Arizona driver's license due to a DUI;
- Commission of a felony;
- Conviction of a felony or any offense that would be a felony if committed in Arizona;
- Outstanding misdemeanor warrants;
- Any other conduct or offense that could jeopardize the safety of City employees or the public; or,
- Insufficient information.

II. WATER UTILITIES DEPARTMENT SECURE FACILITIES ACCESS REQUIREMENTS

The Contractor and Third-Party Construction Manager shall verify that a 10-year background check has been completed within the last 5 years for all employees, including subcontractors, working in any of the City's Water Utilities Department secure facilities which include, but are not limited to, the Johnny G. Martinez Water Treatment Plant, South Tempe Water Treatment Plant, and Kyrene Water Reclamation Facility. The background check shall include state and national criminal and sexual offender information as well as driving record information outlined in Secure Facility Access Requirements. Background checks shall be performed by an authorized company capable of conducting a nationwide search. Background checks shall include, at a minimum, information regarding state and national criminal and sexual offender information, and a 5-year driving record search. The Contractor and Third-Party Construction Manager shall be responsible for the cost of all their employee background checks.

Contractor and Third-Party Construction Manager shall disclose any knowledge of employee criminal history status involving the following:

- Any felony offense
- Any offense involving assault or threats of violence
- Any theft, fraud or financial crimes offense
- Any arson offense
- Any sexual misconduct offense
- Any offense of misconduct involving a deadly weapon

SECURE FACILITY VERIFICATION REQUIREMENTS

The Contractor and Third-Party Construction Manager shall verify that all employee background checks have been completed before the contractor employees or subcontractors are issued a Contractor Identification Badge and before being allowed to work at any of the City's Water Utilities Department secure facilities. All authorized contractor, subcontractor and third-party construction manager employees shall coordinate with the respective facility supervisor to obtain a contractor identification badge. Contractor and Third-Party Construction Manager employees must wear their contractor identification badge at-all-times while working at the City's secure facility.

EXHIBIT E

CITY OF TEMPE
TEMPE, ARIZONA
DEPARTMENT OF ENGINEERING AND TRANSPORTATION

AFFIDAVIT OF GENERAL CONTRACTOR / PRIME CONSULTANT
REGARDING
HEALTH INSURANCE

_____, Arizona

Date _____

**Bike and Pedestrian Improvements-Country Club Way from ASU Research Park
to US-60 Bike Pedestrian Bridge
Project No. 6008961, Federal Project No. TMP-0(255)D, ADOT TRACS No. T31201C**

I hereby certify that _____ (name of company) currently has, and all of its major subcontractors/sub-consultants, defined as doing work in excess of \$30,000.00, will have, during the course of this contract, health insurance for all employees working on this project and will offer health insurance coverage to eligible dependents of such employees, as defined in the accompanying Guidelines. The company's health insurance is as follows:

Name of Insurance Company: _____

Type of Insurance (PPO, HMO, POS, INDEMNITY): _____

Policy No.: _____

Policy Effective Date (MM/DD/YY): _____

Policy Expiration Date (MM/DD/YY): _____

Signed and dated at _____, this _____ day of _____, 2023.

General Contractor/Prime Consultant

By: _____

STATE OF ARIZONA)
) ss
COUNTY OF MARICOPA)

SUBSCRIBED AND SWORN to before me this _____ day of _____, 2023.

Notary Public

My commission expires:

City of Tempe

Guidelines for Implementation of Health Insurance

These Guidelines are provided for purposes of implementing Resolution No. 2000.73, which requires all employees of prime consultants, general contractors and major subconsultants and subcontractors to have health insurance and to offer health insurance to their eligible dependents, as determined at the start of each project. Questions regarding these guidelines should be directed to the City of Tempe Engineering Division at (480) 350-8200.

1. All Prime Consultants who enter into an Engineering and Transportation contract or General Contractors who bid on Engineering and Transportation projects that are advertised for bid and enter into a contract in excess of \$30,000 with the City of Tempe after January 1, 2001, are required to sign an affidavit in the form attached hereto. The prime consultant or general contractor shall require that all major subconsultants or subcontractors, defined as entities doing work in excess of \$30,000, comply with the health insurance requirements. In signing the affidavit, prime consultants and general contractors may refer to and rely upon these Guidelines for interpretation.
2. Health insurance is required for permanent employees who work for the consultant/contractor more than 120 days in any calendar year. A "work day" consists of any time within a 24-hour period, regardless of number of hours that the individual is paid. This requirement excludes students working part-time who are enrolled in a recognized educational institution. Many companies have a grace period or a qualifying period prior to commencement of insurance coverage, which is acceptable so long as the employee coverage begins by the 120th day of contract signing. Temporary employees will be covered to the same extent as the City of Tempe covers temporary employees as determined at the start of each project.
3. If a contractor is a "Union" shop and withholds union dues from employees for health insurance coverage that is also offered to their eligible dependents and meets all City requirements, the Contractor may so note on the required affidavit.
4. The health insurance requirements herein apply to all employees that are directly involved with the City of Tempe project including support and administrative personnel.
5. Health insurance coverage must be maintained during the entire time of the contract, including any warranty periods, with the City.
6. All complaints concerning violations of the health insurance requirements shall be filed by an employee, in writing, with the Engineering and Transportation Department, within 30 calendar days from discovery of the violation. An administrative hearing will be held before the Engineering and Transportation Director, and a written decision of findings will be provided to the parties to the hearing within 14 calendar days thereafter. Appeal from the decision of the Engineering and Transportation Director may be made within 14 calendar days of the date of the decision by filing a notice of appeal in writing with the Engineering and Transportation Department. If an appeal is timely filed, an administrative hearing will be held before an administrative hearing officer appointed by the City Manager. The decision of the administrative hearing officer shall be final.

7. In the event of a finding by the City of a violation of the insurance provisions, the company in violation of the provision shall be barred from bidding on, or entering into, any engineering and transportation contract with the City for a minimum period of three years.
8. All consultants and contractors subject to the health insurance requirements shall post, in English and Spanish, notice of the health insurance requirements at their office and at the job site. Signs for posting will be provided by the City.

These "Guidelines for Implementation of Health Insurance", issued and dated this 21st day of August, 2002, hereby amend all guidelines previously issued.