

**PRIME DESIGN SERVICES CONTRACT  
FOR  
23.MWA270-DD WPCF FACILITY AND SOLAR SITE SECURITY IMPROVEMENTS**

THIS PRIME DESIGN SERVICES CONTRACT (this "Contract") is made and entered into by and between the CITY OF LAS VEGAS, a municipal corporation within the State of Nevada (the "City") whose address is 495 S. Main Street, Las Vegas, Nevada 89101, and JACOBS ENGINEERING GROUP, INC. (the "Consultant"), Corporation, whose address is 1301 N. Green Valley Parkway, Suite 200, Henderson, Nevada 89074.

This Contract is effective on the date signed by the City and Consultant, whichever date is later, as long as the date signed by the second party is within sixty (60) calendar days of signature by the first party (the "Effective Date").

**PROJECT DESCRIPTION:**

WPCF facility and solar site security improvements will replace failing security equipment.

**RECITALS**

WHEREAS, the City intends to construct the WPCF Facility and Solar Site Security Improvements (the "Project"); and WHEREAS, the City desires to retain the Consultant who will be responsible for providing the professional services more fully described herein and in the exhibits attached hereto; and

WHEREAS, the Consultant is properly licensed pursuant to NRS Chapter 623, 623A, or 625, whichever is legally required for the services to be provided within the State of Nevada, and if applicable to the Consultant's business organization, is in compliance with NRS 623.349 for architects, interior designers, and residential designers and NRS 623A.250 for landscape architects, which requires the Consultant to control and have no less than two-thirds ownership of the business organization or association be held by persons registered or licensed in the State of Nevada pursuant to NRS Chapters 623, 623A, or 625, and possesses the knowledge, skills and experience to perform the services hereinafter set forth within the time required under this Contract;

NOW, THEREFORE, in consideration of the above premises, the parties hereto agree to the following terms, conditions and covenants set forth herein:

**ARTICLE 1  
CONSULTANT RESPONSIBILITIES**

**1.0. Description of Consultant's Services.**

A. For the compensation set forth in Section 7, the Consultant hereby agrees to perform the basic services set forth in the Scope of Services, Exhibit "A" attached hereto and incorporated herein as a part of this Contract and, if so requested, the additional services set forth in the Additional Compensation, Exhibit "E" attached hereto and incorporated herein as a part of this Contract and to provide the submittals described in the Required Submittals Exhibit "B," attached hereto.

**1.1 Performance Standards.**

A. In performing the services set forth in this Contract, the Consultant shall follow the practices consistent with the generally accepted standards in the profession of the services being provided to the City pursuant to this Contract.

**1.2. Document Review.**

A. The Consultant shall review each document prepared by the Consultant and its subconsultants including, without limitation, the plans, specifications, cost estimates, and other required submittals for conformance with quality control requirements, Project standards and applicable federal, state and local laws and other regulations. Consultant shall also review each document for violations or infringements upon any patent rights.

B. The Consultant's failure to comply with the quality assurance and quality control provisions of Exhibit A - Scope of Services, to adequately review documents prior to submittal or to address City comments prior to resubmittal will be considered an Event of Default pursuant to Section 10.3.

**1.3. Waiver.**

A. The City's approval of any documents or services furnished by the Consultant shall not in any way relieve the Consultant of responsibility for the professional and technical accuracy of its documents or services. The City's review, approval,

acceptance or payment for any of the Consultant's services shall not be construed to operate as a waiver of any rights enjoyed by the City under this Contract or of any cause of action arising out of the performance of this Contract. The Consultant shall remain liable for any damages to the City caused by the Consultant's negligent act or omission committed in the performance of this Contract.

**1.4. Designation of Consultant's Representative.**

A. The Consultant's representative is the individual identified in the Key Personnel List, Exhibit "F" attached hereto (the "Consultant Representative") to act in that capacity, who shall be responsible for the services required under this Contract. The services specified by this Contract shall be performed by the personnel identified in the Key Personnel List provided that such associates and employees perform under the personal supervision of the Consultant Representative.

B. If any person or subconsultant who is expected to provide any of the services required under this Contract is objectionable to the City for any reason, the Consultant shall, without additional compensation, replace such person or subconsultant with someone acceptable to the City.

C. If the Consultant's personnel are unable to complete their responsibilities for any reason under this Contract, or the Consultant desires for any reason to substitute personnel assigned to the Project, the Consultant agrees to obtain the approval of the City for the substitution. The City shall not unreasonably deny approval unless the City adjudges the substitution to not be in the interest of the City or the Project.

D. If the Consultant fails to make an acceptable replacement within thirty (30) days, the City may terminate this Contract for default as provided in Section 10.3 of this Contract.

**1.5. Correspondence Review.**

A. The Consultant shall furnish the City Representative draft copies of each correspondence to be sent to any contractor involved with the Project, and to any regulatory agencies, for approval and review prior to mailing such correspondence.

**1.6. Cooperation with the City.**

A. The Consultant agrees that its officers, associates, employees and subconsultants will cooperate with the City in providing the services under this Contract and will be, with advance notice, available for consultation with the City at such reasonable times as to not conflict with the City's other responsibilities.

**1.7. Responsibility for Construction Document Revisions**

A. Applicability. The Consultant's responsibility described in this Section applies only if the Consultant is responsible for providing a construction cost estimate and preparing construction documents for the Project.

B. Responsibility for Revisions. The Consultant does not warrant or represent that the bids or proposed price received by the City to construct the Project will come within the estimate prepared by the Consultant. If the bids or proposed price received by the City exceeds the Consultant's estimate, the Consultant agrees to cooperate with the City in revising the requirements of the Project as required to lower the cost and to change the construction documents. If the changes requested by the City cause an increase in the cost or time required to perform any of the services required under this Contract, the Consultant may submit a request for an Adjustment in Compensation pursuant to Section 3.1.

**ARTICLE 2  
CITY RESPONSIBILITIES**

**2.0. City Representative.**

A. The Director of Public Works or his authorized representative identified in the Key Personnel List is hereby designated as the City's representative (the "City Representative") with respect to this Contract. The City Representative shall have complete authority to transmit instructions, receive information, interpret and define the City's policies and decisions with respect to the services of the Consultant. The City Representative is not authorized to change or waive any of the provisions set forth in Sections 1.0 through 10.24 of this Contract.

**2.1. Review of Consultant's Services and Documents.**

A. The services to be performed by the Consultant shall be subject to periodic review by the City Representative. To prevent an unreasonable delay in the Project, the City Representative will endeavor to examine and comment in writing on the documents furnished by the Consultant including, without limitation, the plans, drawings, specifications, test results, evaluations, and reports within twenty-one (21) days of receipt of such documents, unless the Contract provides for a different review time with respect to the document.

**2.2. Access to Records.**

A. The City shall, without charge, furnish a copy to, or make available for examination or use by, the Consultant, as it may request, any documents and data which the City has available including, without limitation, reports, maps, plans, specifications, surveys, records, ordinances, codes, regulations, and other documents related to the services required under this Contract. The City shall assist the Consultant in obtaining data and documents from public agencies and from private citizens and business firms whenever the City determines that such material is necessary for the completion of the services required by this Contract.

**2.3. Cooperation with Consultant.**

A. The City agrees that its officers and employees will cooperate with the Consultant in the performance of this Contract and will be, with advance notice, available for consultation with the Consultant at such reasonable times as to not conflict with the Consultant's other responsibilities. The City shall provide access to the Consultant on to the Project site as may be required to perform the services under this Contract.

**ARTICLE 3  
CHANGES TO CONSULTANT'S SERVICES****3.0 Requested Changes.**

A. The City may at any time, by written order of the City Representative, make a change in the services to be performed by the Consultant under this Contract.

**3.1 Adjustment of Compensation.**

A. If the change requested by the City causes an increase or decrease in the cost or time required to perform any of the services required under this Contract, an equitable adjustment shall be made in the compensation to be paid to the Consultant under Section 7, or in the performance schedule under Section 8, or both, and this Contract shall be modified in writing accordingly. Each claim for adjustment under this Section must be asserted in writing within thirty (30) days from the date of receipt by the Consultant of written notification of the change, unless the City grants in writing an extension. Provided proper notice has been given to the City as required herein, the claim for an adjustment shall be handled pursuant to the provisions of 10.20.2 and 10.20.3 of this Contract. The failure to provide notification of the claim within the time required herein shall constitute a waiver of the right to seek any equitable or legal adjustment in compensation with respect to that change.

**ARTICLE 4  
ADDITIONAL SERVICES OF CONSULTANT****4.1 Additional Services.**

A. The Consultant shall provide the additional services described in the Additional Compensation if, and only if, so requested in writing by the City. Payment for the additional services will be made to the Consultant in accordance with Section 7 of this Contract.

B. Attendance at Meetings or Public Hearings. The Consultant shall notify the City in advance of any estimated additional costs that may be incurred prior to attending any meetings or public hearings as may be necessary in connection with the services performed by the Consultant under this Contract.

**ARTICLE 5  
SUBCONSULTANT CONTRACT****5.1 Subconsultant Provisions.**

A. If, with the approval of the City as required pursuant to Section 10.7, the Consultant enters into an CONTRACT with a subconsultant for the performance of any of its obligations under this Contract, the Consultant agrees to include in each subconsultant contract a provision that:

1. the Consultant agrees to pay the subconsultant when paid by the City for that portion of the services provided to the City and that no liability arises on the part of the Consultant for payment of the subconsultant services until payment has been made by the City. If the City has paid the Consultant for the subconsultant services, the subconsultant's only recourse is against the Consultant and not against the City, either through the institution of legal or equitable action or the attachment of any lien; and

2. the subconsultant shall have no more rights against the City than that of the Consultant; and

3. the subconsultant agrees to be bound by the terms, conditions and obligation of this Contract unless the City has approved any deviation, change or modification in writing; and

unless otherwise approved in writing by the City Representative, the subconsultant shall obtain and maintain professional liability insurance (Errors and Omissions coverage) in connection with the subconsultant services in an amount equal to that required of the Consultant in this Contract.

## **ARTICLE 6 TERM OF CONTRACT**

### **6.0 Term.**

A. This Contract shall commence on the day it is approved by the City (which date shall be inserted in the introductory paragraph of this Contract) and shall remain in force and effect until the Project is completed unless terminated earlier pursuant to Section 10.2 or 10.3 of this Contract. Such termination shall not release either party from any of its continuing obligations under this Contract.

B. Disputes. This Section shall not be construed to preclude the filing of any dispute arising out of the performance of this Contract or in connection with the subject matter hereof, nor shall this Section be construed to change the date or the time on which a cause of action arising out of the performance of this Contract or in connection with the subject matter hereof, would otherwise accrue under the statutes of limitation or doctrines of law.

## **ARTICLE 7 COMPENSATION AND TERMS OF PAYMENT**

### **7.0 COMPENSATION AND TERMS OF PAYMENT**

#### **A. Compensation: Basic Services.**

1. For the services to be performed by the Consultant under this Contract and set forth in the Scope of Services, the City agrees to pay the Consultant on the basis of Consultant's direct salary, times a Multiplier, as defined in Section 7.B plus City approved reimbursable expenses identified in Section 7.D. In no event shall the fee exceed the fee identified in the Fee Breakdown, Exhibit "D" and direct salary rates, Exhibit "E," attached hereto, pursuant to invoices submitted in accordance with Section 7.5 of this Contract.

#### **B. Multiplier.**

1. Exhibit D, Section 401.1. provides the multiplier established for this contract. The multiplier includes costs associated with, but not limited to: overhead, general and administrative costs, profit, vehicles, printing, and travel, unless directly identified as reimbursable per Contract Section 7.D and Exhibit E. Documentation used to establish this multiplier is considered part of the project records and shall be maintained in accordance with Section 9.1.

#### **C. Compensation: Additional Services.**

1. For any services not set forth in the Scope of Services, the City shall pay to the Consultant on the basis of Consultant's direct salary, times the multiplier set forth in Exhibit D in accordance with Exhibit E, provided prior written approval for such services is given by the City Representative. The City will not reimburse for overtime rates.

#### **D. Compensation: Reimbursable Expenses.**

1. Direct reimbursable expenses incurred by the Consultant for work performed under this Contract eligible for reimbursement include subconsultant or subcontractor services (provided the Owner has authorized, in writing, said services) and additional line items specified in Exhibit E. The Consultant agrees that all of its authorized reimbursable expenses associated with the performance of this Contract shall be billed at the actual cost incurred by the Consultant without mark-up of any kind.

#### **E. Payment Invoicing.**

1. The Consultant shall submit a monthly invoice for payment for the services provided by the Consultant based on the manner or method of payment set forth in Exhibit A (Scope of Services) Section 101 (Preliminary and General Items) and Exhibit D (Fee Breakdown). Invoices shall provide sufficient detail to document the Contract work performed.

2. If the City Representative approves the submitted invoice in full, the Consultant can expect payment within a period of (60) days from the date of receipt by the City. If payment has not been received within the sixty (60) days, the Consultant agrees to contact the City Representative to resolve the problem causing the delay.

3. Right to Offset.

a. If the City's representative, in his or her reasonable discretion, objects to all or any portion of an invoice, the City Representative shall provide written notice to the Consultant no later than fourteen (14) days after the City's receipt of said invoice. The Consultant may dispute the City Representative's objection by providing written notice to the City within fourteen (14) days after receipt of the City's written objection. Thereafter, the City Representative shall provide a written response to the Consultant within seven (7) days of receipt of the Consultant's written dispute notice. If the Consultant disputes the City Representative's determination, the Consultant may file a claim pursuant to Section 10.20 of this Contract.

b. Should the City's damages, costs or expenses arising out of the negligence act or errors and omissions of the Consultant exceed the invoice amount, the City reserves all rights and remedies under law and equity to recover any damages, costs or expenses arising out of the negligence acts or errors and omissions of the Consultant.

F. Final Payment.

1. Upon completion of the services required under this Contract, and acceptance thereof by the City (which acceptance will not be unreasonably withheld), the Consultant will, within sixty (60) days of the City's acceptance, be paid the balance of any money due for such services.

**ARTICLE 8**  
**PERFORMANCE SCHEDULE**

**8.0 Performance Schedule.**

A. The Consultant shall perform and complete the services required under this Contract according to the schedule (the "Performance Schedule") set forth in the Schedule of Performance, Exhibit "C" attached hereto. If the performance of services is delayed or submittals are not delivered in the time period as outlined in the Performance Schedule, the Consultant shall notify the City Representative in writing of the reasons for the delay and include a plan which brings the Consultant's performance into compliance with the Performance Schedule. Failure to notify the City of potential delays or failure to meet schedule requirements due to Consultant performance issues may be considered an Event of Default pursuant to Section 10.3.

**ARTICLE 9**  
**AUDIT: ACCESS TO RECORDS**

**9.1 Records.**

A. The City shall have the right to audit the Consultant's books, records and other documents directly pertinent to the performance of this Contract. The Consultant agrees to maintain books, records and other documents directly pertinent to performance of this Contract in accordance with generally accepted accounting principles and practices. The Consultant shall also maintain the financial information and data used to prepare or support the invoices submitted to the City. Audits conducted pursuant to this provision shall be in accordance with generally accepted auditing standards, procedures and guidelines of the City, or its designated representative. The City, or its duly authorized representatives, shall have access to such books, records, and documents for the purpose of inspection, audit and copying. The Consultant will provide proper facilities for such access and inspection.

**9.2 Disclosure.**

A. The Consultant shall be afforded the opportunity for an audit entrance and exit conference and an opportunity to comment and submit any supporting documentation on the pertinent portions of the draft audit report, and that the final audit report will include the written comments, if any, of the Consultant.

**9.3 Period of Maintenance.**

A. The books, records and other documents under Sections 9.1 and 9.2 of this Contract shall be maintained for six (6) years after the date of the final payment for the services under this Contract. In addition, those records and other documents which relate to any arbitration, litigation or the settlement of any claim arising out of this Contract, or to which an audit exception has been taken, shall be maintained and made available until three (3) years after the date that the arbitration, litigation or exception has been resolved.

**9.4 Subcontract Provisions.**

A. The Consultant agrees to include Sections 9.1 through 9.3 of this Contract in all its subcontracts directly related to performance of services specified in this Contract which are in excess of \$10,000.

## **ARTICLE 10 MISCELLANEOUS PROVISIONS**

### **10.1 Suspension.**

A. The City may suspend, without cause, the performance by the Consultant under this Contract for such period of time as the City, in its sole discretion, may prescribe by providing written notice to the Consultant. The suspension shall be effective as of the date set forth in the written notice. With such suspension, the City agrees to pay to the Consultant the amount of compensation, based on percentage of completion of the Project, earned as of the effective date of suspension less all previous payments. The Consultant shall not provide any further services under this Contract after the effective date of suspension until otherwise notified in writing by the City. In no event shall the City be liable to the Consultant for services in excess of the percentage of the Project completed at the time of suspension.

If, after notice to resume performance has been given by the City, the suspension was for a period in excess of ninety (90) days, which has resulted in an increase in the performance of this Contract to the Consultant and:

1. the Consultant was not a contributing cause for the suspension; and
2. the Consultant has not received an equitable adjustment under another provision of this Contract;

and

3. the Consultant could not mitigate the increase in the performance cost,

then the Consultant's fee shall be reviewed by the City and, if justified, equitably adjusted to provide for any additional expenses resulting from the suspension.

### **10.2 Termination for Convenience.**

A. The City reserves the right to terminate this Contract without cause or default on the part of the Consultant with ten (10) days' prior written notification to the Consultant served pursuant to Section 10.18 of this Contract. In the event of termination, without cause or default, the City agrees to pay to the Consultant the reasonable value for the services performed as of the date that notification of termination is received by the Consultant. In no event shall the City be liable to the Consultant for services in excess of the percentage completed at the time of termination.

### **10.3 Termination for Cause or Other Resolution.**

#### **A. Event of Default.**

1. If, during the term of this Contract, the Consultant (i) fails to deliver services that comply with the Scope of Services, including failure to comply with quality assurance and quality control provisions, (ii) fails to deliver the services within the time specified in the Contract or any extension thereof, (iii) fails to make progress so as to endanger the performance of this Contract, (iv) becomes insolvent, bankrupt or makes an assignment for the benefit of creditors, or if a receiver or trustee in bankruptcy is appointed for the Consultant, or if any proceeding in bankruptcy, receivership, or liquidation is instituted against the Consultant and is not dismissed within thirty (30) days following commencement thereof, or (v) fails to perform any of the other obligation or requirement of this Contract, then any of the aforementioned failures shall constitute an "Event of Default" under this Contract.

2. If there occurs an Event of Default, the Consultant shall be entitled to ten (10) calendar days from written notice thereof to remedy the Event of Default, provided, however, such is capable of being remedied within that period. If the Event of Default can be remedied, but the remedy cannot be completed within the ten (10) day period, the Consultant may be allowed such additional time as may be reasonably necessary to remedy the Event of Default, provided, however, the remedy is commenced within the ten (10) day period and is diligently pursued to completion but in no event later than thirty (30) days after such written notice. Said cure time period may be extended at City's sole discretion. If the Event of Default is incapable of remediation, or is not remedied as required herein, the City may, in addition to any other remedies available in law or equity, invoke any of the remedies provided for under Section 10.3.B "City's Rights", below.

#### **B City's Rights.**

1. Upon the occurrence of an Event of Default, and without prejudice to any other right or remedy it may have at law or equity, the City may:

a. terminate this Contract, suspend payment of all pending invoices otherwise due to the Consultant hereunder, and finish this Contract by such means as deemed appropriate by the City, reserving the right to deduct from any balance due Consultant any additional cost for completing this Contract. In the event the reasonable cost of finishing the

Consultant's performance of this Contract exceeds the balance due the Consultant, the excess shall be paid by the Consultant to the City within thirty (30) days of invoicing by the City; or

b. terminate this Contract, and the obligations imposed hereunder, including the obligation of any further payment for the services of the Consultant except for the reasonable value for the services performed to the date of termination; or

c. continue with performance by the Consultant and serve within a reasonable time after completion of the Contract a notice of claim or dispute pursuant to the procedure set forth in Section 10.20.

#### **10.4 Documents.**

##### **A. Ownership.**

1. The Consultant agrees that all documents of any kind whatsoever, and in whatever medium expressed, prepared by the Consultant and the Consultant's subconsultants in connection with the Project or otherwise pursuant to this Contract (collectively, the "Documents") and all rights therein (including without limitation trademarks, trade names, rights or use and reuse, copyrights and/or all other proprietary rights) shall be and remain the sole property of the City (regardless of whether the City or Consultant terminates this Contract for any reason whatsoever). The Consultant hereby agrees that the Documents are or shall be deemed to be "Works for Hire" within the meaning of Section 101 of the Copyright Act, and the Consultant hereby assigns to the City all right, title, and interest therein. If for any reason the Documents should not be considered a "Work for Hire" under applicable law by a court or other tribunal of competent jurisdiction, then it is mutually agreed that that under this Section 10.4, the Consultant shall hereby be deemed to have transferred to the City, its successors and assigns, the Consultant's entire right, title and interest in and to the Documents and the legal rights therein including, but not limited to, copyright, included therein.

2. The Consultant further agrees that neither it nor any of its employees shall exercise any of the rights embodied in the copyrights in or to such Documents, unless authorized to do so by the City under the terms of a separate written Contract executed by the Consultant and the City. The Consultant shall place a conspicuous notation upon each such Document that indicates that the copyright thereto is owned by the City.

3. City agrees to waive any and all claims against the Consultant and to defend, indemnify, and hold the Consultant harmless from and against any and all claims, losses, liabilities and damages arising out of or resulting from the City's use, reuse, or alteration by any new consultant or other agent of the City, of the Documents. The Consultant shall be entitled to retain a reproducible copy of the Documents furnished to the City; however, the Consultant shall not sell, license, or otherwise market the Documents in any way.

##### **B. Delivery of Documents.**

1. In the event of the completion of this Contract and upon the City's payment in the services rendered by the Consultant, the City shall have the right to require delivery of any and all of the plans, drawings, specifications, and all other documents (including, without limitation, design concepts and sketches, test results, evaluations, reports and studies), including the magnetic or electronic media of the aforementioned documents, not in the possession of the City.

2. In the event of the suspension or termination of this Contract, the Consultant shall have the right to invoice the City to request full payment for all services performed or furnished in accordance with this Contract through the suspension or termination date. Any dispute regarding the amount of any payment to be made by the City under this Contract shall not diminish, restrict or limit the right of the City to promptly receive delivery of any and all plans, drawings, specification, and all other documents (including without limitation, design concepts and sketches, test results, evaluations, reports and studies), including the magnetic or electronic media of the aforementioned documents, not in possession of the City. The Consultant may file a claim pursuant to Section 10.19 of this Contract for any disputed payment claims.

##### **C. Confidentiality.**

1. The plans, drawings, specifications and other documents (including, without limitation, design concepts and sketches, test results, evaluations, reports and studies) (including the magnetic or electronic media of the aforementioned documents) which are prepared or assembled by the Consultant, or its subconsultants, under this Contract shall not be made available to any individual or organization without the prior written consent of the City. Except for marketing pamphlets and submittals to clients, the Consultant shall not publish, submit for publication, or publicly display the Project without the written consent of the City. The obligations of confidentiality shall survive the termination of this Contract.

D. Contractual Rights.

1. Notwithstanding the provisions of 10.4 A above, the City is hereby licensed to use all design concepts developed by the Consultant and subconsultants under this Contract, including the right to construct derivative works of the Project, and to use the design concepts for other projects of the City. Provided, that however, none of the documents or materials are intended or represented by Consultant to be suitable for reuse by the City, or others on extension of the project or on any other project. Any reuse without written verification or adaptation by Consultant for the specific purpose intended will be at City's sole risk and without liability or legal exposure to Consultant. The City agrees to indemnify, defend, and hold harmless Consultant for any claims related to the City's or City's authorized use of the design concepts developed by the Consultant. The design concepts include, but are not limited to, the form, aesthetic appeal, site layout, arrangement, and composition of spaces and elements, the use of colors and materials, system designs, construction methods, and interior design.

**10.5 Insurance.**

The Consultant shall procure and maintain, at its own expense, during the entire term of the Contract, the following coverage(s):

A. Industrial/Workers' Compensation Insurance protecting the Consultant and the City from potential Consultant employee claims based upon job-related sickness, injury, or accident, during performance of this Contract, and must submit proof of such insurance on a certificate of insurance issued by an insurer qualified to underwrite workers' compensation insurance in the State of Nevada, in accordance with NRS 616A-616D, inclusive. If Consultant is a sole proprietor, it will be required to submit an affidavit indicating that the Consultant has elected not to be included in the terms, conditions and provisions of NRS 616A-616D, inclusive, and is otherwise in compliance with those terms, conditions and provisions. The Consultant's Workers' Compensation policy shall have a waiver of subrogation endorsement in favor of the City of Las Vegas.

B. Commercial General Liability Insurance (bodily injury, property damage) with respect to the Consultant's agents assigned to the activities performed under this Contract in a policy limit of not less than One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) in the aggregate, for bodily injury, products, completed operations, personal injury and property damages. Such coverage shall be on an "occurrence" basis and not on a "claims made" basis, and be provided on either a Commercial General Liability or a Broad Form Comprehensive General Liability (including a Broad form CGL endorsement) insurance form. The form must be written on an ISO Form CG 00 01 10 01, or an equivalent form. The Consultant's General Liability policy shall have a waiver of subrogation endorsement in favor of the City of Las Vegas, and shall be endorsed to include the City, its officers, and employees as additional insured.

C. Commercial Automobile Liability Insurance of limits no less than One Million Dollars (\$1,000,000) combined single limit per occurrence for bodily injury and property damage to include, but not be limited to, coverage against all insurance claims for injuries to persons or damages to property which may arise from services rendered by Consultant and any auto used in the performance of services under this Contract. The policy must insure all vehicles owned by the Consultant and include coverage for hired and non-owned vehicles. If the services requested do not require the use of the vehicle to perform, the Commercial Automobile Liability Insurance requirements as described in this paragraph do not apply. The Consultant's Automobile Liability policy shall have a waiver of subrogation endorsement in favor of the City of Las Vegas, and shall be endorsed to include the City, its officers, and employees as additional insured.

D. Professional Liability Insurance (Errors and Omissions Coverage). This insurance shall protect the Consultant from claims arising out of performance of professional services caused by a negligent act, error, or omission for which the insured is legally liable. Such coverage shall be in a minimum amount of \$1,000,000 for the period of time covered by this Contract.

E. The Consultant must provide compliant certificates of insurance and required endorsements to the City or its designated certificate tracking service immediately upon request. The Consultant shall maintain coverage for the duration of this Contract, and any renewal periods if applicable. The Consultant shall annually provide the City's designated certificate tracking service with a certificate of insurance and endorsements as evidence that all insurance requirements have been met. A certified, true and exact copy of each of the project specific insurance policies (including renewal policies) required under this Section shall be provided to the City or its designated certificate tracking service if so requested.

F. All required aggregate limits must be disclosed and amounts entered on the certificate(s) of insurance. The certificates must identify the Contract number and the Contract description. The Consultant and/or insurance carrier shall provide the City with 30-day advance notice of policy cancellation, sent by certified mail "return receipt requested".

G. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer and licensed by the State of Nevada. Each insurance carrier's rating as shown in the latest Best's Key Rating Guide shall be fully disclosed and entered on the required certificate of insurance. The City requires insurance carriers to maintain a Best's Key minimum rating of A- VII, A- VIII, A- IX, A- X, or higher. The adequacy of the insurance supplied by the Consultant, including the rating and financial health of each insurance carrier providing coverage, is subject to the approval of the City.



H. All deductibles and self-insurance retentions shall be fully disclosed in the certificate of insurance. No deductible or self-insured retention (with the exception of professional Liability Insurance) may exceed Twenty-Five Thousand (\$25,000) without the prior written approval of the City. The deductible or self-insured retention for professional Liability Insurance shall not exceed Two Hundred Fifty Thousand (\$250,000) without the prior written approval of the City.

I. Consultants requesting increased deductibles or self-insured retentions must provide the City a written request stating the desired amounts along with recent audited financial statements for review. The City will review the request and determine if the requested deductibles or self-insured retentions are acceptable. In the event the request for increased deductibles or self-insured retentions is denied, the Consultant is obligated to provide the deductibles or self-insured retentions established in the Contract at no additional expense to the City.

J. If the Consultant fails to carry the required insurance, the City may (i) order the Consultant to stop further performance hereunder, declare the Consultant in breach, pursuant to Section E-5, terminate the Contract if the breach is not remedied, or (ii) purchase replacement insurance and withhold the costs or premium payments made from the payments due to the Consultant or charge the replacement insurance costs back to the Consultant.

K. Any subcontractor or subconsultant approved by the City shall be required to procure, maintain and submit proof of insurance to the City of the same insurance requirements as specified above, and as required in this paragraph.

L. The Consultant is encouraged to purchase any additional insurance it deems necessary.

M. The Consultant is required to remedy all injuries to persons and damage or loss to any property of the City caused in whole or in part by the Consultant, its subcontractors or anyone employed, directed or supervised by the Consultant.

N. Period of Coverage. If the insurance coverage is underwritten on a "claims made" basis, the retroactive date shall be prior to or coincident with the date of this Contract and the Certificate of Insurance shall state that coverage is "claims made" and the retroactive date. The Consultant shall maintain all insurance coverages specified in Section 10.5 for the duration of this Contract. Claims made insurance (Professional Liability-10.5.4) shall be kept in place after construction of the Project is substantially complete until the "Statute of Repose" in the State of Nevada has expired. In the event if a claims made policy has a lapse or cancellation of coverage before the Statute of Repose has expired, the Consultant shall be responsible for any claim made in the absence of valid collectable insurance.

## **10.6 Indemnity.**

A. Claims Not Based Upon or Arising out of Professional Services. Notwithstanding any of the insurance requirements set forth in Section 10.5, and not in lieu thereof, the Consultant shall defend, indemnify, and hold the City, its Mayor, Councilmen, officers, employees, and agents (herein the "Indemnities"), harmless from any and all claims (including, without limitation, patent infringement, and copyright claims), damages, losses, expenses, suits, actions, decrees, judgments, arbitration awards, or any other form of liability (including, without limitation, reasonable attorney fees and court costs) (collectively herein the "Claims") to the extent that such Claims are caused by the negligence, errors, omissions, recklessness, or intentional misconduct of the Consultant, its employees, subcontractors, agents, or anyone employed by the Consultant's subcontractors or agents (herein the "Consultant Parties"), which are not based upon or arising out of the professional services performed by the Consultant Parties in the performance of this Contract.

As part of its obligation hereunder, the Consultant shall, at its own expense, defend the Indemnities against the Claims brought against them, or any of them, which is caused by the negligence, errors, omissions, recklessness, or intentional misconduct of the Consultant, its employees, subcontractors, or agents, for and against which the Consultant is obligated to indemnify the Indemnities pursuant to this Section, unless the Indemnities, or any of them elect to conduct their own defense which, in such case, shall not relieve the Consultant of its obligation of indemnification set forth herein. If the Consultant or the Consultant's insurer fails to defend the Indemnities as required herein, the Indemnities shall have the right, but not the obligation, to defend the same and, if the Consultant is adjudicated by the trier of fact to be liable, the Consultant agrees to pay the direct and incidental costs of such defense (including reasonable attorney fees and court costs) which is proportionate to the liability of the Consultant.

B. Claims Based Upon or Arising out of Professional Services. Notwithstanding any of the insurance requirements set forth in Section 10.5, and not in lieu thereof, the Consultant shall indemnify and hold the Indemnities, harmless from any and all claims (including, without limitation, patent infringement and copyright claims), damages, losses, expenses, suits, actions, decrees, judgments, arbitration awards, or any other form of liability (including, without limitation, reasonable attorney fees and court costs) (collectively herein the "Professional Liability Claims") to the extent that such Professional Liability Claims are caused by the negligence, errors, omissions, recklessness, or intentional misconduct of the Consultant Parties, which are based upon or arising out of the professional services performed by the Consultant Parties in the performance of this Contract.

If the Consultant Parties are adjudicated to be liable by a trier of fact, the trier of fact shall award reasonable attorney's

fees and costs to be paid by the Consultant to the Owner, as reimbursement for the attorney's fees and costs incurred by the Owner in defending the Professional Liability Claims, in an amount proportionate to the liability of the Consultant.

As used in this Section 10.6, "agents" means those persons who are directly involved in and acting on behalf of the City or the Consultant, as applicable, in furtherance of the contract or the public work to which the Contract pertains.

#### **10.7 Assignment.**

A. The City and the Consultant each bind itself and its partners, successors, administrators and assigns to the other party of this Contract and to the partners, successors, executors, administrators and assigns of such other party in respect to all covenants of this Contract, except the Consultant shall not assign, sublet or transfer any obligation or benefit under this Contract without the written consent of the City. Nothing contained herein shall be construed as creating any personal liability on the part of any officer or agent of the City.

#### **10.8 Waiver.**

A. No consent or waiver, express or implied, by either party to this Contract, or of any breach or default by the other in the performance of any obligations hereunder, shall be deemed or construed to be a consent or waiver of any other breach or default by such party hereunder. Failure on the part of any party hereto to complain of any act, or failure to act of the other party, or to declare that other party in default hereunder, irrespective of how long such failure continues, shall not constitute a waiver of the rights of such party hereunder. Inspection, payment, or tentative approval or acceptance by the City or the failure of the City to perform any inspection hereunder, shall not constitute a final acceptance of the work or any part thereof and shall not release the Consultant of any of its obligations hereunder.

#### **10.9 Consultant Warranties.**

A. The Consultant hereby represents and warrants that:

1. it is financially solvent, able to pay its debts as they mature, and is possessed of sufficient working capital to complete this Contract; that it is experienced, competent, qualified and able to furnish the plant, tools, materials, supplies, equipment and labor which is used to perform the services contemplated by this Contract, and that it is authorized to do business in the City of Las Vegas and the State of Nevada,

2. it holds a license, permit or other special license to perform the services included in this Contract, as required by law, or employs or works under the general supervision of the holder of such license, permit or special license,

3. its computer hardware, software, and firmware will continue functioning without interruption, and will continue to accurately process date, time, and data necessary to the performance of this Contract, and

4. it has, pursuant to the requirements of Resolution 79-99 adopted by the City Council on August 4, 1999, (effective October 1, 1999), as amended by resolution 105-99 (adopted by the City Council on November 17, 1999), disclosed on the form attached hereto as Exhibit "H" (Disclosure of Ownership/Principals) all of the principals, including partners, of the Consultant, as well as all persons and entities holding more than a one percent (1%) interest in the Consultant or any principals of the Consultant. If the Consultant, or its principals or partners, are required to provide disclosure under federal law (such as Securities and Exchange Commission or the Employee Retirement Income Act) and current copies of such federal disclosures are attached to Exhibit "H," the requirements of this Section shall be deemed satisfied. During the term of this Contract, the Consultant shall notify the City in writing of any material change in the above disclosure on Exhibit "H" within fifteen (15) days of such change.

#### **10.10 Consultant's Employees.**

A. The Consultant shall be responsible for maintaining satisfactory standards of competency, conduct and integrity, of personnel assigned to the Project, and shall be responsible for taking such disciplinary action with respect to such personnel as may be necessary. In the event the Consultant fails to remove any employee from the work of this Contract whom the City deems incompetent, careless or insubordinate, or whose continued employment on the work is deemed by the City to be contrary to the public interest, the City reserves the right to require such removal as a condition for the continuation of this Contract.

#### **10.11 Independent Contractor.**

A. It is hereby expressly agreed and understood that in the performance of the services required herein, the Consultant and any other person employed by him hereunder shall be deemed to be an independent contractor and not an agent or employee of the City.

#### **10.12 Applicable Law.**

A. This Contract shall be construed and interpreted in accordance with the laws of the State of Nevada.

B. Compliance with Laws. The Consultant shall in the performance of its obligations hereunder comply with all applicable laws, rules and regulations of all governmental authorities having jurisdiction over the performance of this Contract including, without limitation, the Federal Occupational Health and Safety Act and all state and federal laws prohibiting and/or related to discrimination by reason of race, sex, age, religion or national origin.

#### **10.13 Certification—No Israel Boycott.**

A. By signing this Contract, Company certifies that, at the time of Contract signature, it is not engaged in, and agrees for the duration of the Contract, not to engage in a boycott of the State of Israel.

“Boycott of Israel” means, refusing to deal or conduct business with, abstaining from dealing or conducting business with, terminating business or business activities with or performing any other action that is intended to limit commercial relations with Israel; or a person or entity doing business in Israel or in territories controlled by Israel, if such an action is taken in a manner that discriminates on the basis of nationality, national origin or religion. It does not include an action which is based on a bona fide business or economic reason; is taken pursuant to a boycott against a public entity of Israel if the boycott is applied in a nondiscriminatory manner; or is taken in compliance with or adherence to calls for a boycott of Israel if that action is authorized in 50 U.S.C. § 4607 or any other federal or state law.

#### **10.14 Severability.**

A. In the event that any provisions of this Contract shall be held to be invalid or unenforceable, the remaining provisions of this Contract shall remain valid and binding on the parties hereto.

#### **10.15 Confidentiality.**

A. The Consultant shall treat the information relating to the Project, which has been produced by the Consultant or provided by the City, as Confidential Information of the City and shall not permit its release to other parties or make any public announcement or publicity release without the City’s written authorization. The Consultant shall also require each subconsultant to comply with this requirement. The submission or distribution of documents to meet official regulatory requirements or for similar purposes in connection with the Project is not to be construed as publication relieving the Consultant of its confidentiality obligation imposed herein.

B. Definition. The term “Confidential Information” shall mean any confidential or proprietary business, technical, financial or other non-public information or materials in a tangible or electronic format of a party (“Disclosing Party”) provided to the other party (“Receiving Party”) in connection with the Project, whether orally or in physical form, that is not generally known or available to others and shall include the terms of this Contract. However, Confidential Information shall not include information (i) previously known by Receiving Party without an obligation of confidentiality; (ii) acquired by Receiving Party from a third party which was not, to Receiving Party’s knowledge, under an obligation of confidentiality; (iii) that is or becomes publicly available through no fault of Receiving Party; or (iv) that Disclosing Party gave written permission to Receiving Party to disclose, but only to the extent of such permitted disclosure.

C. Requirements. Except as required by applicable law, each Receiving Party agrees that (i) it will use Confidential Information of Disclosing Party solely for the purpose of the Agreement; and (ii) it will not disclose the Confidential Information of the Disclosing Party to any third party other than the Receiving Party’s employees or agents, on a need-to-know basis, who are bound by obligations of nondisclosure and restricted use at least as strict as those contained herein, provided that Receiving Party remains liable for any breach of the confidentiality provisions of this Contract by its employees or agents. The Receiving Party will protect the Confidential Information of the Disclosing Party in the same manner that it protects the confidentiality of its own proprietary and confidential information, but in no event using less than a reasonable standard of care. In the event Receiving Party receives a subpoena or other administrative or judicial demand for any Confidential Information of Disclosing Party, Receiving Party will give Disclosing Party prompt written notice of such subpoena or demand and allow Disclosing Party to assert any available defenses to disclosure. Upon request by Disclosing Party, Receiving Party will return or destroy all copies of any Confidential Information of the Disclosing Party. Confidential Information will at all times remain the property of the Disclosing Party. The provisions of this Section will expire three (3) years after the expiration or termination of the Agreement, except with respect to Confidential Information that constitutes “trade secrets” under applicable law for which this Section shall survive indefinitely.

D. Nevada Public Records Act. Consultant acknowledges that City is a government entity subject to the public records laws of the State of Nevada as set forth in Chapter 239 of the Nevada Revised Statute (“NPR”) and that certain Confidential Information may be subject to the NPR. Therefore, notwithstanding anything to the contrary contained in this Agreement or that (i) the City is subject to the requirements and obligations for disclosure of the NPR; (ii) certain records of the City are subject to inspection and reproduction by the general public, Consultant shall nevertheless continue to treat all Confidential Information confidential pursuant to the terms of this Agreement. Consultant, therefore agrees (i) that any disclosure of Confidential Information

by the City pursuant to the NPRA shall not be a violation, waiver, and/or a default whatsoever of this Agreement by the City; and (ii) any disclosure of Confidential Information by the City pursuant to the NPRA is permitted under this Agreement and shall not waive or relieve Consultant's ongoing contractual obligations under this Agreement. For the avoidance of doubt, any Confidential Information disclosed by the City pursuant to the NPRA shall still remain subject to the confidentiality obligations stated in this Agreement. In the event City receives any subpoena, demand, or request under the NPRA or other public records law for any Confidential Information or other data or information received by City from Consultant that was received in connection with any services performed by Consultant, City will immediately notify Consultant of such subpoena, demand or request and reasonably cooperate with any efforts by Consultant to assert any available defenses to disclosure. In no event shall City make disclosure of such information before ten (10) business days have elapsed from the date City notifies Consultant of the subpoena, demand, or request in order to provide Consultant with a reasonable opportunity to seek judicial intervention concerning the potential disclosure of Consultant's Confidential Information and/or trade secret information. If Consultant informs City in writing of Consultant's intent to seek a court order barring disclosure, City agrees to withhold the requested information, to the extent permitted by the NPRA, pending court resolution of the matter, or interim order by a court. Whenever a requesting party pursues legal action to compel disclosure of Confidential Information or other data or information received by City from Consultant, Consultant will bear responsibility for all costs of defending such legal action.

#### **10.16 Site Inspection.**

A. The Consultant represents that it has visited the location of the Project and has satisfied itself as to the general condition thereof and that the Consultant's compensation as provided for in this Contract is just and reasonable compensation for performance hereunder including reasonably foreseen and foreseeable risks, hazards and difficulties in connection therewith based on such above-ground observations.

#### **10.17 Modification.**

A. All modification, amendments, and change orders to this Contract are null and void unless reduced in writing and signed by the parties hereto.

#### **10.18 Notice.**

A. Any written notice required to be given under Sections 1.0 through 10.24 of this Contract shall be deemed to have been given when the written notice is (i) received by the party to whom it is directed by personal service or (ii) deposited with the United States Postal Service, postage prepaid, addressed to the City Representative or the Consultant Representative, whomever is the proper recipient, and mailed to the address set forth in the introductory paragraph to this Contract.

#### **10.19 Prohibition Against Contingent Fees.**

A. The Consultant warrants that no person or entity has been employed or retained to solicit or secure this Contract with the agreement or understanding that a commission, percentage, brokerage or contingent fee would be paid to that person. For breach or violation of this provision, the City shall have the right to annul this Contract without liability or, in its discretion, to deduct from the compensation to be paid to the Consultant, or otherwise recover, the full amount of such commission, percentage, brokerage or contingent fee.

#### **10.20 Claim or Dispute Resolution.**

A. Notice of Claim or Dispute. For each claim or dispute which the Consultant has against or with the City (except for any claim for an equitable adjustment under Section 3.2 which is subject to the 30-day limitation set forth therein), notice thereof must be submitted in writing to the City Representative within a reasonable time after the claim or dispute arises, but no later than thirty (30) days after final payment is made to the Consultant. The purpose of written notification is to place the City on notice so that proper measures can be taken to properly defend against the claim or dispute, and the failure to give such notice shall preclude the Consultant from subsequently mediating that particular claim or dispute pursuant to Section 10.20.C of this Contract, and the Consultant shall have no further recourse against the City. Pending a final decision on the claim or dispute under Sections 10.20.B or 10.20.C, the Consultant shall proceed diligently with the performance of this Contract.

B. Resolution by Management. The City Representative and the Consultant Representative shall meet within a reasonable time after receipt of the written notice received pursuant to Section 10.20.1 in an attempt to resolve the claim or dispute to the mutual satisfaction of the parties. If the matter is not disposed of by mutual agreement between the City Representative and the Consultant Representative, the claim or dispute shall be decided by the Director of Public Works, whose decision shall be reduced to writing and mailed or otherwise furnished to the Consultant. The decision of the Director of Public Works shall be final and conclusive unless, within thirty (30) days after the date on which the Consultant receives its copy of such decision, the Consultant mails or otherwise furnishes to the Director of Public Works a written request to mediate the claim or dispute, in which event the parties shall proceed pursuant to provisions of Section 10.20C. The failure to make such request shall preclude the

Consultant from proceeding any further on the claim or dispute, and the Consultant shall have no further recourse against the City.

C. Resolution by Mediation. Upon receipt of the request to mediate authorized pursuant Section 10.3.B or Section 10.20.B, the City and the Consultant shall come to an agreement as to the appointment of a mediator for purposes of hearing the appeal. If the parties cannot agree upon an independent private mediator within 45 days after notice of the receipt of the request to mediate, the party may proceed to file a judicial action with the Eighth Judicial District Court, Clark County, Nevada. The mediation shall take place in Clark County, Nevada, unless otherwise agreed to by the parties. The fees and expenses of the mediator shall be equally shared by both parties. Each party is responsible for their own costs, expenses, consultant fees and attorney fees incurred in the presentation or defense of any claim, dispute or controversy that is subject to mediation between the parties. The decision of the mediator shall be non-binding.

D. Right of Judicial Action. Any claim, dispute, or other matter in question between the parties concerning any provisions of this Contract that cannot otherwise be resolved between the parties through the use of mediation required herein may be submitted for judicial action. Prior to the exercise of this right, the party seeking judicial relief shall have provided the other party 30 days prior written notice before filing such judicial action.

**10.21 Attorney Fees.**

A. The City or the Consultant as the prevailing party that brought any litigation or arbitration to enforce the provisions of this Contract shall be entitled to reasonable attorney fees and court costs.

**10.22 Calendar Day.**

A. All references in this Contract to days are to calendar days unless otherwise indicated.

**10.23 Exhibits.**

A. All exhibits referenced in this Contract are hereby incorporated by this reference as a part of this Contract. Any conflict between the provisions of this Contract and the Exhibits incorporated herein shall be governed by the provisions of this Contract.

**10.24 Counterparts; Electronic Delivery.**

A. This Contract may be executed in any number of counterparts, each of which shall be an original and all of which shall together constitute one and the same instrument. It shall not be necessary for any counterpart to bear the signature of all parties hereto. Executed copies hereof may be delivered by facsimile or e-mail, pursuant to NRS 719.240, and upon receipt will be deemed originals and binding upon the parties hereto, regardless of whether originals are delivered thereafter.

B. The parties agree that this Contract may be signed electronically via the City's designated electronic signature platform, and that the electronic signatures appearing herein shall be considered the same as handwritten signatures for the purposes of validity, admissibility, and enforceability.

**10.25 Contract Version.**

This document reflects the current standard provisions for the City's Professional Services Contract updated as of February 2023.

[LEFT BLANK INTENTIONALLY]

IN WITNESS WHEREOF, the parties have caused this Contract to be executed the day and year first above written.

CITY OF LAS VEGAS

COMPANY

DocuSigned by:

*Ken Gilbreth*

8/19/2023 | 8:30 AM PDT

B6E12BCF8089456...

Signature Date

Signature Date

Printed Name

Ken Gilbreth

Printed Name

Title

VP

Title

ATTEST:

LuAnn D. Holmes, MMC Date

City Clerk

APPROVED AS TO FORM:

DocuSigned by:

*Timothy J. Geswein*

8/17/2023 | 1:45 PM PDT

60C2887628DE474...

Deputy City Attorney Date

Timothy J. Geswein

Printed Name

[LEFT BLANK INTENTIONALLY]

## **LIST OF EXHIBITS**

<b>EXHIBIT “ A ”</b>	<b>SCOPE OF SERVICES</b>
<b>EXHIBIT “ B ”</b>	<b>REQUIRED SUBMITTALS</b>
<b>EXHIBIT “ C ”</b>	<b>PERFORMANCE SCHEDULE</b>
<b>EXHIBIT “ D ”</b>	<b>FEE BREAKDOWN</b>
<b>EXHIBIT “ E ”</b>	<b>COMPENSATION</b>
<b>EXHIBIT “ F ”</b>	<b>KEY PERSONNEL LIST</b>
<b>EXHIBIT “G”</b>	<b>EXAMPLE INVOICE</b>
<b>EXHIBIT “ H ”</b>	<b>CERTIFICATE OF DISCLOSURE</b>

## EXHIBIT A

### SCOPE OF SERVICES

#### 100 PROJECT OVERVIEW

##### 100.1 DESCRIPTION OF PROJECT

WPCF facility and solar site security improvements will replace failing security equipment.

##### 100.2 CONDITIONS

**100.2.1 Contract Documents** as used herein refers to the documents referenced in the construction contract that describes the Contractor's scope of work. This may include, but is not limited to, drawings, specifications, general conditions, special provisions, reference standards, geotechnical data, surveys, reports, addenda, and change orders.

**100.2.2 Consultant Proposals.** If any Consultant proposal or other documents prepared by anyone other than the City is attached to this Contract or included by reference, the terms of this Contract shall govern any conflicts between the documents and this Contract, and any such attachments or references shall only be utilized to compliment this Contract in describing the detail of the scope of work described in this Contract, except that the scope shall not be less than the requirements in this Contract, to avoid rep-typing standard schedules of hourly rates for personnel, rates for material tests and additional services, and similar standard rate schedules. All other terms, conditions, and uses of any such attachments or references are to be ignored in connection with this Contract, even if such attachments or references are signed by the parties to this Contract.

**100.2.3 Regulatory Authorities.** The Consultant does hereby acknowledge, understand and agree that the City Engineer Division, acting as the City's representative for purposes of the Project, does not have control, authority or influence over the decisions or requirements of other departments of the City acting in a regulatory capacity including, but not limited to, the Building Department, Fire Department, and Planning Departments of the City of Las Vegas, plus Clark County and other agencies. The City's representative acts in a capacity similar to that of a representative working for a private property owner, which is to ensure that the City receives a quality product, delivered on schedule, for a fair price. Furthermore, the City Engineer Division does not speak or act for any regulatory authority, nor does any regulatory authority speak or act for the City Engineer Division. The Consultant agrees that its relationship with the regulatory authorities having jurisdiction over the Project is separate from its relationship with the City, and that the Consultant's interaction with each regulatory authority is to be conducted without assistance from the City.

**100.2.4 Certifications.** To the extent certifications and special qualifications are required by regulatory authorities, laws, regulations, or this Contract, the Consultant shall provide personnel with the proper credentials during the term of this Contract. Should the Consultant or the Consultant's personnel be removed from qualification, certification, or otherwise be limited in their ability to perform their duties and responsibilities under this Contract, the Consultant agrees to subcontract their responsibilities to a properly qualified and certified subconsultant at no additional cost to the City, who shall have the right to approve any such subconsultant prior to use.

**100.2.5 Capital Improvement Project (CIP) Software.** Upon City request, Consultant shall utilize the City's CIP software (MasterWorks) as the primary means of communication with the City for this Project including, but not limited to, correspondence, contract changes, claims, reports, schedules, invoices, photos, drawing and specification submittals, and construction administration.

- The City shall provide:
  - A limited training manual for the MasterWorks software and a maximum of two hours of MasterWorks software training for up to four people at the City's offices.
  - The cost of any software licenses required by the MasterWorks software manufacturer or distributor.
  - User accounts for Consultant's access to the MasterWorks software.
- The Consultant shall provide:
  - Training of Consultant personnel required to utilize the MasterWorks software, except as provided by the City above.



- o Information using the forms, screen views, and information fields provided in the software and training materials.
- o Electronic notification in the MasterWorks software of any submittals that cannot be transmitted electronically, such as material samples.
- o Large format scanning capabilities with file size, resolution, and file naming convention as directed by the City.
- o Computer hardware, software, peripheral equipment, accessories, and Internet access as needed to integrate with and fully utilize the MasterWorks software, such as Adobe Acrobat, Internet Explorer, and Microsoft Word.
- o Frequent monitoring of the MasterWorks software.

**100.2.6** Documents approved in the MasterWorks software shall have the same effect as ink-signed originals.

Accordingly, the Consultant is required to safeguard his usernames and passwords, particularly those that have been given the rights within the MasterWorks software to provide approvals, and no excuse will be entertained by the City for unauthorized MasterWorks software access that uses the Consultant's assigned usernames. The Consultant shall ink-sign documents, in addition to or instead of the MasterWorks approvals, upon City request.

### **100.3 REFERENCE STANDARDS**

**100.3.1** All Project work and services performed by the Consultant, Contractor, and others shall be in full compliance with applicable codes, ordinances, standards, and regulatory requirements.

**100.3.2** The latest edition of the following reference materials, as applicable, shall be used as standards for inspection, coordination, project control, and other work performed under this Contract:

- Design and Construction Standards for Wastewater Collection Systems from Clark County Water Reclamation District (formally Clark County Sanitation District)
  - Nevada Department of Transportation (NDOT) references (most current editions):
  - Standard Construction Plan Symbols and Design Layout and Drafting Methods
  - Design and Construction Standards for Wastewater Collection
- o American Society for Testing and Materials (ASTM)
- o Clark County Regional Flood Control District's Policies and Procedures.
- o Uniform Standards Plans and Specifications for Public Work's Construction Off-Site Improvements, Clark County Area (Standard Specifications)
- o American Concrete Institute (ACI)
- o The Asphalt Institute
- o Portland Cement Association (PCA)
- o City of Las Vegas Building Codes:
  - International Building Code (IBC)
  - International Energy Conservation Code (IECC)
  - National Electric Code (NEC)
  - Uniform Administrative Code
  - Uniform Mechanical Code (UMC)
  - Uniform Plumbing Code (UPC)
  - Uniform Fire Code, NFPA 1
  - City amendments to the above codes
- o Accessibility Laws, Codes, Standards, and Guidelines:
  - Architectural Barriers Act
  - Rehabilitation Act
  - Americans with Disabilities Act (ADA)
  - Telecommunications Act (Section 255)
  - Rehabilitation Act Amendments
  - Access Board Guidelines
    - ADDAG (2004 or later) ADA-ABA Accessibility Guidelines

- o ANSI 117.1
  - Utility Company Design Standards
- o Las Vegas Valley Water District
- o NV Energy
- o CenturyLink
- o Cox Communications
- o Southwest Gas
- o Republic Service of Southern Nevada
- o Clark County Department of Air Quality and Environmental Management air quality regulations including Dust Control Permits and Supplemental Dust Control Permits, and Stationary Source Permits regulations for cooling towers, tanks, boilers including swimming pool heaters, gasoline pumps, and generators
- o Southern Nevada Health District design standards including food facilities, swimming pools, and underground tanks
- o Nevada Department of Environmental Protection regulations including General Discharge Permit for Oil/water Separators, National Pollutant Discharge Elimination Permit including construction dewatering, Construction Storm Water Permit, and Temporary Permit for Working in Waterways
- o Resources Conservation and Recovery Act (RCRA) regulations for hazardous waste disposal including mercury containing light bulbs, PCB ballasts, and lead paint
- o Toxic Substance Control Act (TSCA) regulations for asbestos containing materials

## 101 CITY RESPONSIBILITIES

**101.1** The City will be responsible for performing all work necessary to complete their obligation to the Consultant to allow the Consultant to complete their work.

**101.2** The City shall provide the Consultant with:

**101.3** Any other information required to complete the work, as available, which is not in the Consultant's Scope of Services.

**101.4** Access arrangements for the Consultant to enter upon public and private property as required to perform their services.

**101.5** A management team to review submittals, and to work with the Consultant to achieve an acceptable, cost effective Project.

## 102 CONSULTANT RESPONSIBILITIES

**102.1 SCOPE OF SERVICES.** The Consultant shall provide the following scope of services, as more fully described below:

### **102.1.1 CONSTRUCTION MANAGEMENT AS AGENT SERVICES**

- Pre-Construction Procedures
- Construction Procedures
- Close-Out Procedures

***SITE SAFETY; CONTRACTOR MEANS AND METHODS.** The presence or duties of Consultant's personnel at a construction site, whether as onsite representatives or otherwise, do not make Consultant or its personnel in any way responsible for those duties that belong to the Client and/or the construction contractors or other entities, and do not relieve the construction contractors or any other entity of their obligations, duties, and responsibilities, including, but not limited to, all construction methods, means, techniques, sequences, and procedures necessary for coordinating and completing all portions of the construction work in accordance with the construction Contract Documents and any health or safety precautions required by such construction work.*

### **102.2 STAFFING REQUIREMENTS**

**102.2.1** The Consultant shall provide the following minimum personnel for the services to be performed under this Contract. Reference the entire Contract for additional staffing requirements.

- 102.2.2 Construction Manager.** The Consultant shall provide a qualified Construction Manager to be in responsible control of the Project. The Construction Manager shall possess an active contractors, civil engineer, or architect license in the State of Nevada pursuant to NRS 624, 625 and 623, respectively. The Construction Manager shall have a minimum of four years of post-licensure/registration progressively responsible experience in managing and administering large construction projects, preferably on public sector construction projects of similar size and scope to the Project, and a OSHA 30 hour Construction training course certificate from the U.S. Department of Labor.
- 102.2.3** Responsible control requires at least: a) weekly on-site field observations of the Project, b) supervision of staff's work, and c) review of pertinent Project documents to ensure the success of the Project.
- 102.2.4 Construction Coordinator.** The Consultant shall provide a qualified Construction Coordinator to oversee the daily construction administration, inspection and testing for the Project and to ensure timely submissions and processing of Project documents. The Construction Coordinator shall possess, at a minimum, a OSHA 30 hour Construction training course certificate from the U.S. Department of Labor and one of the following:
- 102.2.5** A four year college degree in architecture, construction management or engineering discipline; or
- 102.2.6** Possess a CCMA, PMI, or any nationally recognized construction management program certification in lieu of a four year college degree; or
- 102.2.7** An equivalent combination of relevant education, training and construction experience totaling ten years or more in construction project management under the supervision of a licensed contractor, civil engineer, or architect.
- 102.2.8 Construction Inspector.** The Consultant shall provide a qualified Construction Inspector to perform inspections as necessary to ensure the Contractor work is in compliance with the Contract Documents. The Construction Inspector shall possess certification(s) in one or more of the following: NICET, ICC, ICBO, IAS or ACI Field Inspector or any national recognized inspection program, preferably in a specialty related to the scope of work of the Project, and a OSHA 10 hour Construction training course certificate from the U.S. Department of Labor.
- 102.2.9 Document Administrator.** The Consultant shall provide an experienced Document Administrator or Inspector to assist the Construction Coordinator in preparing and maintaining all correspondence and documents (i.e. submittals, daily reports, requests for information, change orders, etc.) required by this Contract. Reference the computer software requirements of this Exhibit for the technical skill requirements of this position.
- 102.2.10 Qualifications.** The Consultant shall furnish a resume for each staff person assigned to the Project, including proof of licensure, registration, and /or certifications. In addition to the resume, the City may require references, request an in-person interview, or other means to confirm qualifications and experience of proposed Project staff. The determination of the qualification of proposed Project staff shall be at the sole discretion of the City. Any proposed Project staff that do not meet the aforementioned qualifications and experience requirements shall be promptly replaced with staff acceptable to the City.
- 102.2.11 Subconsultants.** Services may be performed by subconsultants of the Consultant if the subconsultant is listed in Exhibit "F" Key Personnel List or approved in writing by the City prior to the subconsultant providing services. Otherwise all services will be performed by employees of the Consultant, who are approved in advance by the City. The City reserves the right to require the Consultant to replace any employee or subconsultant at any time for any reason.

### 102.3 EQUIPMENT REQUIREMENTS

- 102.3.1 Equipment.** The Consultant shall provide all equipment needed to provide the scope of services and to ensure compliance with the Contract Documents including, but not limited to:
- Vehicles as needed to travel the Project site and provide services, which shall be conspicuously marked so as to identify personnel of the Consultant for the benefit of the public.
  - A cellular telephone for each Consultant staff member assigned to the Project to facilitate communication with the City and the public.
  - Computer and communications systems required to manage the Project.
  - coating thickness, material thickness gages, horizontal and vertical dimensions, slopes, flashlights, calculators, and camera.
  - Personal safety equipment for each Consultant staff member while on site including hard hats, safety vests, ear and eye protection, and safety shoes.
  - A library of reference standards applicable to the Project, see list above.

**102.4 Software**

- The Consultant's documentation shall, to the maximum extent possible, be prepared using MasterWorks software accessed via an Internet connection to the City system. No software purchase is required of the Consultant for this access and use.
- Where MasterWorks documentation capabilities are limited, provide documents in the following software formats: AutoCAD 2018, Microsoft Office 2007 and Microsoft Project 2000, or more recent versions.
- Verify that digital electronic entries and submittals are free of electronic "viruses", "worms", "Trojan horses", and other malicious code using commercially available software with current virus definitions.

**102.5 Photos.** The requirement for the Consultant to obtain a City issued Film Permit to photograph the Project is waived for the Term of this Contract. Photographs of the Project taken by the Consultant after final Consultant payment will again require a City issued Film Permit. Reference 10.04, E. Confidentiality for the allowed uses of Consultant photographs.

**103 CONSTRUCTION MANAGEMENT AS AGENT SERVICES - PRE-CONSTRUCTION PROCEDURES****103.1 DOCUMENT CONTROL**

**103.1.1 Document Setup & Review.** The Consultant shall:

- Provide a copy of their policy and procedure manual for construction management to the City for review and approval to use on the Project.
- Setup the MasterWorks software, files, and forms in compliance with the City filing standards, enter in MasterWorks all initial available information, and provide copies of the completed information to the City Representative, including contact information of all Project participants and all Project correspondence received and generated.
- Conduct a thorough review of the Project to determine all permits that are required for the Project and verify the permits have been obtained.
- Perform a review of the Project documents and forward any review comments to the City Representative.
- Documents. Minimum documents to review include, as applicable to the Project:
  - Construction Contract, Plans, General Conditions, Specifications, Special Provisions, and Addenda.
  - Utility construction drawings including NV Energy, Phone, Cox Cable, SW Gas, and others.
  - Contractor's Dust Permit and Dust Mitigation Plan; Supplemental Dust Control Permit for demolition, relocation, or remodeling.
  - Contractor's Storm Water Permit and Storm Water Pollution Prevention Plan.
  - Contractor's trench safety plans and competent person submittal for OSHA compliance.
  - National Pollutant Discharge Elimination System Permit for groundwater discharge including construction dewatering (NPDES).
  - General Discharge Permit for Oil/Water Separators and Best Management Plan.
- Review. Minimum review of documents shall include:
  - A review for clarity, completeness, economic feasibility, buildability, errors and inconsistencies, omissions and missing information, inadequate detailing, dimensional accuracy and consistency, cross-references between various drawings and between drawings and specifications, and a cross-check between various design discipline drawings for conflicts.
  - A review of the contractual terms to determine the requirements for contract administration and enforcement.
  - A review of Performance Specifications for completeness, gaps in the scope of work, and the required coordination between trades.
  - A thorough comparison of the documents to the visual pre-construction site conditions including a review of the adjacent site conditions beyond that included in the documents.
  - A review of the Project site activities including such items as the construction limits and fencing locations, deliveries, traffic control, laydown and storage areas, field office and parking areas, temporary utilities, site security, safety, noise impacts, physical limitations for construction equipment and building components, drainage plan, and construction phasing.
  - A review of city furnished items for interface with the Contractor's work and schedule delivery.
  - A review of multiple owner construction contracts, if any, for coordination and interface.

- o Identification of activities that will benefit from pre-construction conference meetings and checklists such as major concrete pours and building roofing installations. Compile and distribute the list of required pre-construction conference meetings, and prepare checklists and meeting agendas for use in the meetings. Submit the Consultant's list of recommended pre-construction conference meetings to the City for approval.
- o A review of the common code complaint areas such as ADA slopes and electrical gear clearances.

**103.1.2 Backups.** The Consultant and his sub-consultants at all tiers agree to maintain copies of the latest version of the MasterWorks database for the Project and each project document prepared and processed under this CONTRACT, backed up no less frequently than daily, in a secure off-site location and to restore these documents upon need and to provide them to the City upon request. This backup obligation shall begin upon notice to proceed and extend continuously until one year after final payment of this CONTRACT has been made.

**103.1.3 Substitutions.** The Consultant shall:

- Receive all requests for substitutions from the Contractor and review them for Contract Document compliance, log them into MasterWorks, reject or forward them to the City Representative and designer for review and approval.
- In the event Substitution Requests are submitted after the allowable time period, and the Contractor has not provided evidence that the product is no longer available through no fault of the Contractor, the Consultant shall forward a written notice of rejection to the City Representative for review and approval.

**103.1.4 Contractor Submittals.** The Consultant shall:

- Prepare a master list of all contractually required submittals in MasterWorks and distribute copies.
- Receive all Submittals from the Contractor and review each for Contract Document compliance. In the event the submittal is received in a manner contrary to the Contract Documents, the Consultant shall forward a notice of rejection to the Contractor, designer and the City Representative for review and record. No disclaimers are allowed on any document submittals.
- Generate a submittal log in MasterWorks showing each submittal, the date received, date forwarded to the designer, number of days with the designer, date returned, designer's response, and the date returned to Contractor.
- All submittals that are received in accordance with the Contract Documents shall be logged into MasterWorks and forwarded to the designer for review and approval or rejection.
- Re-Submittals shall be handled in the same manner as the original submittal.
- Prepare a list of deferred submittals provided for in the Contract Documents. Require a schedule for these submittals from the Contractor and track each deferred submittal to insure the Contractor submits and receives approval so as not to impact the Project schedule.

## **103.2 PROJECT CONTROL**

**103.2.1 Meetings.** The Consultant shall participate in preconstruction meetings, job conferences, public information meetings, and other related preconstruction meetings. Generate and distribute minutes of all such meetings.

**103.2.2 Partnering Meetings.** Participate in an initial and periodic "Partnering Meetings" with the City and the Contractor for discussion of shared goals, processes, and procedures during the construction process, which shall be attended by a Consultant team member who has high-level decision-making authority, and require the same in all subconsultant contracts. Meeting dates, times, and place will be determined by the City.

**103.2.3 Material Deliveries.** The Consultant shall provide oversight of material deliveries. It is the Contractor's responsibility that deliveries match the approved submittals, and that material handling and storage complies with manufacturer's recommendations, industry practices, and the Contract Documents.

## **103.3 TIME AND BUDGET**

**103.3.1 Preliminary Project Schedule.** The Consultant shall: 1) review in detail and report to the City Representative on the compliance with the Contract Documents of the Contractor's preliminary progress schedule, baseline schedule, and schedule reports, 2) ensure that the Contractor's baseline schedule adequately depicts all of the significant work activities with reasonable timelines, and 3) provide a written analysis report of the Contractor's baseline schedule.

**103.3.2 Contractor Payment Format.** The Consultant shall review the Contractor's payment request format, quantities, schedules, and line items for compliance with City requirements and the Contract Documents.

**103.3.3 Project Status Reports.** The Consultant shall review with the City the required format and schedule of the periodic Project status updates to be provided by the Consultant over the course of the work.

## 104 CONSTRUCTION MANAGEMENT AS AGENT - CONSTRUCTION PROCEDURES

### 104.1 DOCUMENT CONTROL

**104.1.1** The Consultant shall create and maintain in MasterWorks the daily reports, submittals, requests for information, field directives, construction change directives, change orders, correspondence, and any other documents generated. Logs shall show the date each document was received, the content of the document, the date forwarded to whom, the date returned, the number of days with the reviewer, the response, and the date returned to the Contractor.

**104.1.2** The Consultant shall maintain a list of names, addresses, and emergency telephone numbers of all contractors, subcontractors, agencies, and major suppliers of materials and equipment and provide an up-to-date list to the City Representative.

**104.1.3** Prepare and maintain all documents required to meet regulations.

**104.1.4** Use acid free paper for Project documents that will become the permanent record for the Project.

**104.1.5** **Daily Reports.** The Consultant shall:

- Be responsible for producing, in MasterWorks and separate from the Contractor's daily report requirement, a report for each day describing the events which took place, including any relevant conversations, construction conflicts and site meetings.
- Ensure that the Contractor develops its own daily report and will obtain such reports for the Consultant field office and City record daily.
- Ensure that the Consultant's and Contractor's daily reports include all of the items required in the Contract Documents, including:
  - Working and non-working hours on the Project site,
  - The weather conditions and possible weather related delays,
  - Name of contractors, suppliers and distributors on site and number of workers for each listed by skill level,
  - Equipment on site by model, and year if possible and whether it was active or idle,
  - Construction activities conducted and work completed including daily quantities,
  - Description of any controversy and how or if the dispute was settled; any problems that may have delayed the progress and the reasons for the delay together with the amount of time, personnel and equipment that were idled due to the problem; dates relative to questions of extras or deletions,
  - Instructions given and received and how and to whom the instruction was transmitted (field directive, change order, etc.),
  - Any accidents on site and in the general vicinity; safety concerns and actions taken,
  - Full descriptions of any utility conflicts or hits encountered together with actions taken and resources idled.
- Review the Contractor's daily reports and if the Consultant determines that any are inaccurate, incomplete or contain potential claim information, the Consultant shall generate a response, in MasterWorks, detailing any concerns and requested changes and shall forward these documents to the City Representative for review and approval.

**104.1.6** **As-Builts.** The Consultant shall:

- Verify that the Contractor is maintaining as-built drawings and specifications in accordance with the Contract Documents.

**104.1.7** **Photographs.** Provide daily photographic documentation of Project site, on CD ROM, prior to and during construction, and make special note of any pertinent situations.

**104.1.8** **Project Status Reporting.** The Consultant shall:

- Provide periodic project status updates in accordance with city management reporting frequencies and as instructed by the City Representative.
- Prepare a monthly progress and summary report and submit it to the City with the Consultant's monthly invoice for services.

### 104.2 PROJECT CONTROL

**104.2.1** The Consultant shall have a representative on-site at all times during construction activity to ensure that activities are performed in accordance with the Contract Documents.

**104.2.2 Authority.**

- The Consultant has the authority to:
- Issue Notices of Non-Compliance, after consultation with the City.
- Reject delivered non-compliant materials.
- Issue clarifications not resulting in cost, time or esthetic changes, after consultation with the City.
- Issue Field Directives for emergencies and situations that require immediate response, after making every effort to immediately consult with the City about the directive.
- **The Consultant does not have the authority to:**
  - Sign Construction Change Directives.
  - Sign Construction Change Orders.
  - Sign the Certificate of Substantial Completion.
  - Revise the design or approve alternate materials.
  - Inspect any work other than that for which they are specifically certified.
  - Make public news releases or other information about the Project available to the public or news media.
  - Sign or initial any paperwork generated by the Contractor, including verifications of work completed or quantities removed or delivered. All such work verifications and other Contractor paperwork issues shall be noted in the Consultant's Daily Reports. The exception to this policy is the receipt of documents, samples, drawings, and similar items received from the Contractor, which may be signed for as received.
- **Meetings.** The Consultant shall:
  - Organize and lead all progress and pre-placement meetings in accordance with the Contract Documents.
  - Record all meeting minutes in MasterWorks and distribute copies for review and approval, and make any reasonable and merited adjustments to the meeting minutes when requested.
  - Participate in periodic partnering meetings and draft minutes from such with copies forwarded to the City Representative for review and approval.
- **Coordination.** The Consultant shall:
  - Coordinate with agencies and City staff on all aspects of the Project.
  - Coordinate the activities of any environmental monitoring required for the Project.
  - Work with the Contractor to resolve coordination issues.
- **Material Testing.** The Consultant shall:
  - Assist in, be aware of the Contractor's schedule of, and note in the daily report on the Contractor's coordination with the on-site quality inspections, special inspections, and material testing services provided by the City's consultants and the Contractor.
  - Ensure that all testing required by the Contract Documents are conducted and the results are distributed.
  - Review and respond to all inspections and test results provided by the Contractor and forward copies of each to the City Representative and designer for review and approval.
- **Issues Management.** The Consultant shall:
  - Track and analyze all Project issues, disputes, and claims. In MasterWorks link and attach all of the reference documents relating to each issue.
  - Identify and immediately notify the City Representative of any items that have the potential to result in additional project time or cost impact.
  - Consult with and advise the City as to possible change orders; prepare and issue change orders as requested by the City.
  - Report immediately to the City upon the occurrence of any accident or safety concern and document information observed and corrective actions taken. Prepare incident reports for all accidents, regardless of the parties involved.
  - Monitor the Contractor's compliance with any NPDES permits and applicable Best Management practices, issue Notices of Non-Compliance, and notify the applicable enforcement agency, as appropriate.
- **Notices of Potential Claim.** The Consultant shall:
  - Forward any and all Notices of Potential Claim to the City Representative for review and record.
  - Develop a summary of events and submit it with the Notices of Potential Claim.

- Draft a response to any Notices of Potential Claim and forward to the City Representative for review and approval.
- Report any verbal notices of claim to the City Representative and advise the Contractor that written notice is required by the Contract Documents. If written notice is not provided by the Contractor within 48 hours, issue a letter to the Contractor requesting the Contractor's position on the issue in writing.
- **Communication.**
  - All construction communication between the Contractor's team and the City's team must be funneled to and conducted between the Consultant/City Representative and the Contractor's superintendent/project manager.
  - All directions to the Contractor shall be in writing except that verbal direction may be provided 1) when safety violations are observed which could threaten life or property, or 2) when a potential delay can be averted by directing the Contractor to proceed. Any verbal directions must be followed by written confirmation to the Contractor within 24 hours.
  - The Consultant shall not provide verbal interpretations of the technical portions of the drawings and specifications, but rather refer such questions to the designer or City Representative for an answer.
  - The Consultant shall note in its Daily Report any verbal or written instructions given or received.

### 104.3 INSPECTION

#### 104.3.1 **General.** The Consultant shall:

- Provide inspection of all construction to ensure conformance with the Contract Documents, including the following as applicable to the Project.
- Verify that all materials match the approved submittals, upon delivery and prior to installation.
- Verify that the construction matches the dimensions in the Contract Documents.
- Request verification of the Contractor for any work that appears mislocated on the site either horizontally or vertically. Notify the City Representative if the Contractor does not satisfy the Consultant about the issue so additional surveying may be conducted.
- Verify that all inspections for permits, code, regulations, and Contract Document compliance have been approved prior to the Contractor concealing any work. This includes, but is not limited to, inspections by agencies, utilities, Public Works, Building and Safety, and Special Inspectors.

#### 104.3.2 **Concrete Structures.** The Consultant shall ensure that:

- The Contractor submittals including mix designs have been approved prior to installation.
- The Pre-placement Inspections have been completed including:
- Lines and Grades including location, elevation, dimensions, shape, drainage, preparation of surface, and bearing.
- Forms including specified type, location, dimensions, tolerances, alignment, stability, surface preparation, tightness, chamfer strips, inspection openings, cleanliness, temperature, and accessories.
- Reinforcing Steel including size (diameter, length, bends, anchorage), grade, location (number of bars, spacing, cover), splices (overlap, mechanical splice, welded joint, welder qualifications and welder procedures), stability (wire ties, chairs, spacers), cleanliness (no loose rust, oil, paint, dried mortar, concrete), and protective coating.
- Prestressing Steel (pre- and post-tensioned) including strand, wire, or bar placement, size, location, grade, anchorage, tensioning sequence, loading and elongation measurements, concrete stressing strength verification, cleanliness, condition of sheathing and protective coating, grouting of post-tensioned tendons, and sealing of the end anchors.
- Embedments including location, size, and condition.
- Blockouts including location, size, and condition.
- The Placement Inspections have been completed including:
- Conditions including coordination of concrete delivery, protection against sun, rain, hot, cold, lighting and power.
- Field Tests of Concrete including use of specified mix, field water additions, slump (ASTM C143), temperature (maximum and minimum as specified), air content (pressure or volumetric, ASTM C231, C173), unit weight (ASTM C138), yield (ASTM C138), cylinder specimens (identification, mix, location, date), discharge of ready-mix concrete truckload before 300 revs or 90 minutes (ASTM C94), and initial curing of cylinder specimens, i.e. field curing (ASTM C31).



- Conveyance of Concrete including nonreactive materials, prevention of segregation and loss of materials, prevention of contamination, condition of conveying equipment (smooth surfaces, no holes, cleanliness), and use of drop-chutes or funnel hoses to contain freefall.
- Placement of Consolidation of Concrete including preparation of contact surfaces, ability of conveying method to place concrete in all areas of the placement, mortar bedding (use of starter mix), prevention of segregation (no chuting or dropping against forms or reinforcement), depth of layer (maximum limit), external vibration (spacing to prevent dead spots), internal vibration (depth of insertion, spacing, time, vertical insertion, no movement of concrete by vibration), even layering around openings and embedments, removal of bleed water, and removal of temporary ties and spacers.
- The Post-Placement Inspections and Tests have been completed including:
- Finishing, curing, and formwork and shore removal including specified finish, protection of surfaces from cracking due to rapid drying, proper curing temperature, form removal (field cured cylinder tests or other approved tests), curing compound (ASTM C309), and finish of formed surfaces (patching and repairs).
- Shoring Removal including location, time of removal, and sequence of removal.
- Tests of Hardened Concrete including curing of specimens (ASTM C31), preparation of concrete cores (ASTM C42), capping (ASTM C617), tests for compressive strength (ASTM C42), tests for split tensile strength (ASTM C496), air dry unit weight of lightweight concrete (ASTM C567), flexural strength (ASTM C293, ASTM C78), specific gravity, absorption, and voids (ASTM C642), first crack strength and toughness fiber reinforcing (ASTM C1018), and nondestructive tests.

**104.3.3 *Underground Utilities.*** The Consultant shall ensure that:

- The Contractor is notifying all utilities affected to have their underground utility lines and substructures marked prior to construction.
- The Contractor is delivering and installing materials that match the approved submittals.
- The Contractor has notified the City five days in advance of construction that he has reviewed the locations and potholed all existing underground utilities that may have a conflict with any portion of the work.
- The Contractor is in compliance with OSHA Construction Standards and the Contract Documents for trench safety and excavations. Consultant shall perform a daily review of any open trenching for compliance. The Consultant shall be thoroughly knowledgeable with OSHA Construction Standards 29 CFR Part 1926 Subpart P Excavations and the City's Safety Policy/Procedure for Excavations, and immediately notify the Contractor and City Representative of any safety concerns.

**104.3.4 *On-Site Construction.*** In addition to the code inspections being conducted by Building and Safety, Special Inspectors, and the City's traffic equipment field personnel for site electrical and streetlights, the Consultant shall ensure that the constructions is compliant with the Contract Documents, including:

- Site Work including survey, rough grading, parking lot, lighting, walkways, landscape, irrigation, utilities, ADA accessibility, and site specialties.
- Building Work including structural, mechanical, plumbing, electrical, fire sprinklers, communication systems, alarm systems, architectural finishes, ADA accessibility, and specialties.
- At a minimum, verify and measure the following items, if specified:
- Exterior concrete flatwork is at least ¼ inch below finished floor slab elevation.
- Metal gauges of flashings, roofing, doors and frames.
- Exterior metal surfaces are galvanized including hollow metal doors and frames.
- Sheet metal backing is provided on sidewalls of exterior doorways.
- Exterior door hardware is stainless steel.
- Paint thicknesses and minimum number of coats.
- Wood door tops and bottoms are painted.
- Powder-coated painted surfaces are powder-coated.
- Sidewalks not more than 5% and handicap parking spaces not more than 2% slopes.
- Wheelchair space concrete slab area next to the end of benches is provided.
- Five foot diameter clear space in every room for wheelchair turnaround.
- Thresholds and storefront window sills are set in mastic.

- That the roofing manufacturer's representative is present during installation and approves the installation.
- Ceramic tile joints align with structural joints, with sealant and backer rod.
- Six foot minimum clearance from top of totlot equipment to fabric shade.
- Concrete slabs slope to drains. Slabs recessed for floor finishes.
- THW cu wire is used for all exterior electrical.
- Exterior light poles have oversized handholes per city standards.
- Electrical clearances around installed gear meet code.
- Electrical circuit, panel, and equipment labeling meets city standards.

#### **104.4 TIME AND BUDGET**

##### **104.4.1 Contractor Payments.** The Consultant shall:

- Review all applications for payment to ensure that all invoices reflect actual work completed in accordance with the Contract Documents.
- Verify that all submittals required from the Contractor with each Application for Payment are attached. Request any items from the Contractor that are required but have not been provided and hold application until all required items are provided.
- In regard to each payment application, issue a recommendation (approval or denial) to the City Representative as to why. The City Representative will then have the responsible charge of either forwarding the application for payment or rejecting it accordingly.
- Complete the City's standard pay request form and maintain a pay request funding source tally if requested by the City Representative.
- Provide the written notice required by NRS 338.525 to the Contractor within 20 days for each payment that is less than the amount claimed by the Contractor, and deliver the notice to the Contractor in accordance with NRS 338.455.

##### **104.4.2 Prevailing Wage Records.** The Consultant shall:

- Review the Contractor's monthly prevailing wage records for completeness and accuracy.
- Notify the City Representative of any reported or discovered prevailing wage violations.
- Forward all reviewed prevailing wage records to the City for archiving.

##### **104.4.3 Quantities.** The Consultant shall monitor bid quantities for construction overruns and notify the City Representative if quantities are exceeding the bid amount.

##### **104.4.4 Change Orders.** The Consultant shall:

- Create a Change Order Request (COR) log in MasterWorks ; receive and log all Contractor submitted CORs.
- Review all CORs and forward them to the City Representative and designer. The Consultant shall generate a summary of the events/circumstances surrounding the COR that includes the Consultant's recommendation regarding each matter.
- Assist in the negotiations of Change Order pricing.
- Draft rejections of CORs as deemed appropriate and forward them to the City Representative for review and approval.
- Prepare the application form and present change orders before the City Change Order Committee for approval.
- Coordinate and seek the signatures for approval from the City Representative, designer and Contractor for all approved change orders.
- In the event a change is required but pricing is unable to be mutually agreed upon, the Consultant shall draft a Construction Change Directive to the Contractor and forward copies to the City Representative and designer for review and approval.
- Track Construction Change Directive (force account) work in sufficient detail to properly evaluate the work effort for payment.

##### **104.4.5 Schedule Submittals.** The Consultant shall:

- Monthly. Review the Contractor's monthly submitted updated schedules during the course of construction for slippage's, logic revisions, changes from previous schedules, incorporation of changed conditions, reasonableness, resource loading, and compliance with the Contract Documents.

- Revised. Ensure that the Contractor submits revised schedules more frequently than monthly whenever conditions warrant or the Contract Documents require.
- Recovery. When required by the Contract Documents or requested by the City Representative, require a recovery schedule from the Contractor that is acceptable to the City. Review, monitor, and advise the City on the revised schedule and the course of the recovery.

**104.4.6 Schedule Reporting.** The Consultant shall:

- Report all schedule changes to the City within ten working days.
- Generate a response to the Contractor, which either approves or rejects each Contractor's monthly progress schedule submittal.
- Provide a monthly written analysis report of the Contractor's monthly update schedule to the City Representative for review and approval.

**104.4.7 As-built Schedule.** The Consultant will verify Contractor is maintaining a current updated set of as-builts.

## **105 CONSTRUCTION MANAGEMENT AS AGENT - CLOSEOUT PROCEDURES**

### **105.1 DOCUMENT CONTROL**

**105.1.1 General.** Provide a complete record of Project documentation to the City Representative for Project closeout.

**105.1.2 Equipment Verification.** The Consultant shall:

- Ensure that all equipment is demonstrated by the Contractor (to the City) to be operational in accordance with the Contract Documents.
- Ensure that all related equipment manuals and warranties are accounted for and delivered to the City Representative.
- Verify that all spare parts and materials are provided and accounted for in accordance with the Contract Document requirements.

**105.1.3 As-Builts.** The Consultant shall:

- Review the Contractor's as-built drawings and specifications for accuracy and completeness.
- Verify that the Contractor has provided accurate monument pre-tie sheet and post-tie sheet information acceptable to the City Surveyor and include in the as-built set of documents.
- Deliver the coordinated set of as-builts to the City Representative.

**105.1.4 Final Report and Delivery of Project Documentation.** The Consultant shall:

- Prepare a final Project summary report.
- Complete the City's Contractor evaluation form.
- Deliver all electronic and MasterWorks files on computer disk (DVD) and hard copy. See Exhibit "B".
- Place and label Project files in standard stackable cardboard file storage boxes 12x15x10 with lids.
- Deliver to the City Representative the complete Project record within 30 days of final payment to the Contractor.
- Maintain copies of Project files for three years.

### **105.2 PROJECT CONTROL AND INSPECTION**

**105.2.1 Punchlists and Substantial Completion.** The Consultant shall:

**105.2.2** Upon receiving a Notice of Substantial Completion request from the Contractor, the Consultant shall coordinate and participate in the walk through with the City Representative, designer, and Contractor.

**105.2.3** For projects with permits issued by Building and Safety, collect from the Contractor and forward the Certificate of Occupancy to the City Representative and file a copy in the Project records. The Certificate of Occupancy is a minimum prerequisite to requesting the Substantial Completion walk through.

**105.2.4** Develop in MasterWorks a punchlist generated from the walk through and forward it to the City Representative and designer for review and approval prior to forwarding to the Contractor.

**105.2.5** Upon a finding by the City Representative that the Project is Substantially Complete, the Consultant shall prepare in MasterWorks and issue a Certificate of Substantial Completion for signature by the City Representative and designer. Forward fully signed copies to the City Representative and designer for record.

**105.2.6** Observe and verify that all punchlist items are completed in accordance with the Contract Documents.

**105.2.7** Upon proper completion of the punchlist items, the Consultant shall ensure that the City Representative is properly and promptly notified to allow for Contractor payment.

**105.2.8** If requested by the City Representative, assist the facility occupants in coordinating their move in, re-keying, utility services and building system maintenance and security contracts.

**105.3 TIME AND BUDGET**

**105.4 Claims.** The Consultant shall evaluate outstanding claims by the Contractor and others and make recommendations concerning each to the City, and work with the City to resolve each.

**105.5 Permits.** The Consultant shall verify that all permits issued have been completed, signed off by all parties, and filed with the issuing agency; assist the City and Contractor in closing open permits as needed. This includes, but is not limited to, City of Las Vegas, Clark County, Clark County Department of Air Quality and Environmental Management, Southern Nevada Health District, Nevada Division of Protection, Nevada Department of Transportation, and Federal NEPA permits.

**105.6 Final Quantities.** The Consultant shall determine the final quantities for unit price items and forward a summary to the City Representative for review and record.

**105.7 Withholding.** The Consultant shall determine the proper amounts to withhold for improper, defective, incomplete, and other punch list work and notify the Contractor in accordance with NRS 338.525 and 338.455. Immediately notify the City Representative when withheld work is satisfactorily completed so payment can be made within 30 days as required by NRS 338.525.

**105.8 Liquidated Damages.** The Consultant shall determine the amount to subtract from the Contract Amount for Liquidated Damages due to late Project completion and other items contained in the Contract Documents and advise the City Representative, including the following as applicable:

**105.8.1 On-Site Work:**

- Section 01700, Work Required Complete Prior to Substantial Completion
- Section 01700, Punchlist Completion

**105.8.2 Final Payment.** The Consultant shall:

- Collect the required affidavits and related documents required to accompany the final payment and forward them to the City Representative including for all projects:
- Certificate of Substantial Completion
- Consent of Surety to Final Payment
- Consent of Surety and Increase of Penalty
- Affidavit of Payment of Debt and Claims
- And for particular projects as applicable:
- Review the Final Payment request for the proper accounting of all change orders, modifications, final quantity reconciliation, permanent withholding, liquidated damages, and other adjustments made to the Contract Sum over the course of the Project.
- Obtain the Final Payment approval from the City Representative.

**END OF EXHIBIT "A"**

## EXHIBIT B

### REQUIRED SUBMITTALS

#### 200 SUBMITTALS

##### 200.1 GENERAL

**200.2** For the services set forth in Exhibit “A” (Scope of Services), the Consultant shall provide the following minimum submittals and deliverables for the Project, delivered to the City unless noted otherwise, which shall be accomplished as soon as practical after the completion of each event, task, phase, and service, and as a prerequisite to payment for each related event, task, phase, and service. Reference the entire Contract and other Exhibits for additional Consultant submittals, and documents to be forwarded from the Contractor.

**200.3** All reports shall be on white acid-free paper, 8-1/2 x 11 inches, suitable for photocopying and bound in booklet form. It is understood that the City may make and distribute copies of the reports as necessary in connection with the Project without incurring obligation for additional compensation.

##### 200.4 PRE-CONSTRUCTION

- The Consultant shall provide the following:
- Resumes for each staff person assigned to the Project for City approval.
- Consultant’s policy and procedure manual for construction management for City approval.
- Project participant contact list including names, addresses, and emergency telephone numbers of all contractors, subcontractors, agencies, and major suppliers.
- The Consultant’s list of recommended pre-construction conference meetings to the City for approval (concrete pours, roofing, etc.).
- List of deferred submittals.

##### 200.5 CONSTRUCTION PHASE – MONTHLY INVOICES

**200.5.1 Consultant’s Invoice.** Together with the Consultant’s monthly invoice for services, provide copies of the following documents for the period covered by the invoice:

- A narrative report of the monthly activities and progress.
- Consultant’s daily photographs of construction activities.
- Consultant’s current As-Built Schedule of construction progress and future construction schedule, in both paper and Microsoft Project, P6 or approved equal electronic file format.

**200.5.2 Contractor’s Payment Request.** Together with forwarding the Contractor’s monthly payment request, provide copies of the following documents for the period covered:

- Prevailing wage records.
- Contractor’s photographs of construction activities.
- Contractor’s current As-Built Schedule of construction progress and future construction schedule, in both paper and Microsoft Project, P6 or approved equal electronic file format.
- Consultant’s monthly written analysis report of the Contractor’s monthly update schedule.

##### 200.6 CLOSE-OUT PHASE – FINAL PAYMENT

**200.6.1 Consultant’s Invoice.** Together with the Consultant’s invoice for final payment, or upon termination of this Contract for any reason, provide:

- *Report.* A final Project summary report.
- *Daily Reports.* The Consultant’s Daily Reports, with original signature of the Consultant.
- *Photographs.* The Consultant’s daily photographs, labeled and dated.
- *As-Built.* The coordinated as-built set of drawings and specifications that contains both the Contractor’s and Consultant’s markups over the course of the Project, including monument tie information.

- Electronic Files. Provide a complete and organized record of the Project documentation on labeled DVDs including but not limited to: final as-built drawings, MasterWorks software generated reports and documents, emails, certified payrolls, payment requests, submittals, shop drawings, test results, delivery tickets, warranties, operating instructions, and close-out manuals.
- Provide electronic files in the original software format (MS Word, Excel, etc.).
- Provide pdf or tif electronic files of all fully executed signature documents.
- Provide electronic copies of all Paper Files referenced in the following paragraph.
- Paper Files. All original documents relating to the Project produced during the term of this Contract, organized and labeled in standard stackable cardboard file storage boxes 12x15x10 with lids.
- *Evaluation Form*. The completed City's Contractor evaluation form.

**200.6.2 Contractor's Final Payment Request.** Together with forwarding the Contractor's final payment request, provide copies of the following documents:

- Certificate of Substantial Completion
- Consent of Surety to Final Payment
- Consent of Surety and Increase of Penalty
- Affidavit of Payment of Debt and Claims
- And for particular projects as applicable:
- Building and Safety: Final Grading Report, Pad Certification, Finish Floor Elevation Certificate, and Drainage Compliance Report.
- Offsite Inspection: R-Value Verification Report, Select Backfill Letter, and Final Grading Report.
- State Engineer Dam Safety Permission to Impound submittal package.

**END OF EXHIBIT "B"**

## **EXHIBIT C**

### **PERFORMANCE SCHEDULE**

#### **300 SCHEDULE**

##### **301 GENERAL**

**301.1** For the services set forth in Exhibit “A” (Scope of Services), the Consultant's work begins upon written notice to proceed from the City. The Consultant's site mobilization shall be performed upon written notification by the City. Services shall be performed by the Consultant in an expeditious manner so as to not delay the progress of the Project, and in accordance with the time requirements described elsewhere in this Contract.

**301.2** The Scope of Service and compensation set forth in this Contract are based upon the Consultant and the City each performing its responsibilities in a timely manner.

##### **302 LATE AND EARLY COMPLETION**

**302.1** The anticipated construction start date of the Project is 1/2/2024 with an anticipated construction term of 365 calendar days for the Contractor to achieve Substantial Completion of the Project.

**302.2** If the Project is suspended or terminated, or the anticipated construction schedule is reduced, the Consultant shall be paid for the services provided to the date of suspension or termination or the services provided within the reduced schedule in accordance with this Contract.

**302.3** If the anticipated construction schedule is exceeded, the Consultant's compensation may continue to be paid from the Total Not-to-Exceed Cost for Basic Services in Exhibit “D” (Fee Breakdown) until this amount has been expended, and if authorized by the City Representative, additionally may be paid from the Total Not-to-Exceed Cost of the Additional Services Allowance in Exhibit “D” in accordance with the rates in Exhibit “E” (Additional Compensation).

**302.4** The City reserves the right to adjust the Consultant services to be provided over the course of the Project, which may include the elimination of the Consultant's role in the Project at any time and for any reason.

**END OF EXHIBIT “C”**

## EXHIBIT D

### FEE BREAKDOWN

#### 400 BREAKDOWN

#### 401 TOTAL COMPENSATION

**401.1** The total compensation to be paid to the Consultant for performance of this Contract including Basic Services and Additional Services Allowance shall not exceed \$466,098.00. Increases to total compensation may only be authorized by written amendment to this Contract. This total compensation amount is comprised of the parts described in this Exhibit “D” (Fee Breakdown).

#### 402 BASIC SERVICES PAYMENT BASED ON HOURLY RATES AND ADDITIONAL SERVICES RATES WITH A TOTAL NOT-TO-EXCEED COST

**402.1.1** The City agrees to pay the Consultant on the basis of direct salary (Exhibit E – Section 500), times a multiplier of 2.85, plus approved non-salary expenses identified in Section 7.03, Section 7.04, and Exhibit E based on the Consultant’s acceptable completion of the Scope of Services (Exhibit “A”). The Consultant agrees to perform the services necessary to complete each task and, if applicable, each subtask, not to exceed the fee set forth in this Exhibit “D” (Fee Breakdown). Payment shall be made for completed tasks pursuant to monthly invoices submitted in accordance with this Contract.

CONSTRUCTION MANAGEMENT AS AGENT SERVICES		REMARKS
TOTAL NOT-TO-EXCEED COST	\$316,098.00	

**402.1.2** The following Basic Services Worksheet Exhibit D-1 table(s) shows the estimated hours and the dollar cost of those hours to be expended by the Consultant by various personnel and the monthly cost of authorized services and facilities based on the rates established in Exhibit “E”. Although this table represents the basis for how the Total Not-to-Exceed Cost for Basic Services was established, it is not a part of this Contract and not to be used as the basis for payment. The personnel, hours, facilities, assets, and other services provided will be adjusted over the course of the Project at the direction of the City Representative, with the Consultant earning payment for only those hours and services performed and facilities provided in accordance with this Contract. The cost of these adjustments shall be calculated utilizing the rates agreed to in this Contract to the extent they are applicable, or otherwise negotiated prior to performance.

The City Representative shall have the authority to make such work scope adjustments to the services contained within Basic Services without processing this Contract for an amendment or additional services authorization, if (1) the revisions are documented and agreed to by the Consultant and City in writing prior to performance, (2) the Total Cost for Basic Services is not exceeded, and (3) the change(s) are within the scope of the Project.

**402.1.3** An increase to the Total Not-to-Exceed Cost for Basic Services may only be authorized by written amendment to this Contract.



Exhibit D-1  
Basic Services Worksheet

Construction Management Basic Services															
Labor Category	Hourly Rate	Month Number	1	2	3	4	5	6	7	8	9	10	11	12 Hours	Total Project Total
Project Manager	257	Hours Per Month	4	4	5	4	4	5	4	4	5	4	4	52	\$13,338
Construction Manager	230	Hours Per Month	15	14	14	14	14	14	14	14	14	14	14	169	\$38,870
Construction Inspection	208	Hours Per Month	20	20	20	20	20	20	20	20	20	20	20	240	\$49,920
Constructin Administrative Assistant	76	Hours Per Month	16	16	20	16	16	20	16	16	20	16	16	208	\$15,808
Contractor Project Controls	237	Hours Per Month	6	2	2	2	2	2	2	2	2	2	2	26	\$6,162
Construction Inspection	100	Hours Per Month	160	160	160	160	160	160	160	160	160	160	160	1920	\$192,000
														0	
Labor Subtotal			\$11,274	\$10,096	\$10,657	\$10,096	\$10,096	\$10,657	\$10,096	\$10,096	\$10,657	\$10,096	\$10,096	\$10,183	\$316,098
Additional Services															
		Per Month													
Additional Services Subtotal															\$50,000
Total		Per Month	\$11,274	\$10,096	\$10,657	\$10,096	\$10,096	\$10,657	\$10,096	\$10,096	\$10,657	\$10,096	\$10,096	\$10,183	\$366,098
		Running Total	\$11,274	\$21,370	\$32,027	\$42,123	\$52,219	\$62,875	\$72,971	\$83,067	\$93,724	\$103,820	\$113,916	\$124,098	

**403 ADDITIONAL SERVICES ALLOWANCE**

- 403.1** A Not-To-Exceed Allowance for Additional Services is hereby established as set forth below. The City shall pre-authorize in writing Additional Services up to the Total Not-To-Exceed Cost. Services performed prior to receiving the required written authorization from the City or in excess of the Total Not-To-Exceed Cost shall not be obligated for compensation.
- 403.2** Additional Services are services provided in the interests of the Project that are not set forth in Exhibit “A” (Scope of Services) as Basic Services, or services that are required after the Total Not-To-Exceed Cost for Basic Services has been expended.
- 403.3** The Consultant shall be compensated for Additional Services in accordance with the Additional Services fees set forth in Exhibit “E” (Additional Compensation), or if no Additional Service fee has been established for the service, in accordance with the Multiplier established in Exhibit D, Section 400.2 and the Consultant Hourly Rates established in Exhibit “E” (Compensation). Additional Service compensation disputes shall be resolved in accordance with the claims and disputes provisions of this Contract and shall not be cause for the Consultant to delay providing requested services. Payment shall be made for each completed Additional Service pursuant to invoices submitted in accordance with this Contract.
- 403.4** Reimbursable Expenses may be compensated from this Allowance for Additional Services to the extent they are allowed by Exhibit “E” (Additional Compensation). Payment shall be made for each completed Reimbursable Expense pursuant to invoices submitted in accordance with this Contract. Expenses not listed in Exhibit “E” (Additional Compensation) as allowed Reimbursable Expenses shall not be compensated without amendment to this Contract to allow them as Reimbursable Expenses.
- 403.5** Increases to this Total Not-To-Exceed Cost for Additional Services may only be authorized by written amendment to this Contract.

ADDITIONAL SERVICES ALLOWANCE		ALLOWED SERVICES
TOTAL NOT-TO-EXCEED COST	\$150,000.00	For Additional Services required by an unexpected event or condition, a need to increase management oversight, a construction schedule extension, Consultant overtime costs, additional subconsultants, and other project management activities.

**END OF EXHIBIT “D”**

## EXHIBIT E COMPENSATION

### 500 CONSULTANT HOURLY RATES

**500.1** The following hourly rates represent the maximum allowable direct salary rate billable for payment of basic and additional services, as well as the basis for negotiation of added and reduced services. These hourly rates are valid for the duration of the Project and are representative of maximum direct salary costs. The Multiplier included in Exhibit D (Fee Breakdown) shall include associated overhead, administration, direct costs except as detailed in Section 7.03 and Exhibit E, and profit. This includes, but is not limited to, all support personnel who normally work on non-specific project tasks including but not limited to receptionists, senior executives together with their assistants, financial accounting personnel, and personnel maintaining facilities, equipment and computers.

### 501 ADDITIONAL SERVICES RATES

**501.1** The cost of the following services and facilities have been negotiated as of the date of this Contract.

<b>CLASSIFICATION</b> (see Exhibit "F" Key Personnel for personnel names)	<b>MAXIMUM HOURLY RATE</b>
Responsible In-Charge Person	\$90
Consultant Representative	\$90
Construction Coordinator	\$80
Construction Inspector	\$65
Document Administrator	\$50
Senior QC Reviewer	\$95
Contractor Project Controls	\$85

**501.2** These Additional Services Rates are valid for the duration of the Project and include salary costs, equipment, overhead, administration and profit.

**501.3** For Additional Services of sub-consultants, the City shall compensate the Consultant a multiple of one (1.0) times the amounts billed to the Consultant for such services. The Consultant may bill for their expenses in managing the Additional Service of sub-consultants, the amount of which is already included in the above Additional Service Rates or, if not listed in the above Additional Service Rates, shall be approved by the City in writing prior to the Consultant or sub-consultant providing the services.

**501.4** The Consultant agrees to provide services in connection with the Project, which are in addition to those required by Exhibit "A" for Basic Services, as Additional Services if so requested by the City in writing. Such requests may include, but are not limited to, and are not necessarily indicated by this statement as being Additional Services rather than Basic

Services: (i) significant changes in the Project's size, quality, complexity, budget, or time schedule, (ii) changes required due to conflicting instructions previously given by the City, (iii) changes required by the enactment or amendment to codes, laws or regulations subsequent to the preparation of such documents, (iv) services concerning the replacement of that portion of the Project damaged by fire or other cause, and (v) services made necessary by the default or failure of the Contractor including major defects or deficiencies in the construction.

## 502 REIMBURSABLE EXPENSES

**502.1** The following Reimbursable Expenses are allowed:

REIMBURSABLE EXPENSE
None authorized or anticipated as of the date of this Contract.

**502.2** For Reimbursable Expenses of the Consultant, the City shall compensate the Consultant a multiple of one (1.0) times the actual direct costs incurred by the Consultant. The multiplier includes all compensation for overhead and profit.

**502.3** Reimbursable Expenses are limited to specific pre-authorized items or services purchased from third parties to this Contract, dedicated to only this Project. Additions to the above allowed Reimbursable Expenses may only be granted as a written amendment to this Contract.

**502.4** If Reimbursable Expenses are established in this Contract as a fixed sum or a not-to-exceed amount, the Consultant has determined that this Reimbursable Expense amount will not be exceeded for the allowed Reimbursable Expenses for performance of the Services set forth in Exhibit "A" (Scope of Services), and accordingly does hereby assume the risk to complete the performance of this Contract without further compensation for Reimbursable Expenses should the costs exceed this fixed sum or not-to-exceed amount for Reimbursable Expenses.

**502.5** Travel and per diem expenses are included in the Basic Services Fees, Consultant Hourly Rates, Sub-Consultant Hourly Rates, and Additional Services Rates shown in this Contract, and may otherwise only be authorized as reimbursable expenses by written amendment to this Contract. Expenses incurred prior to written authorization shall not be considered for reimbursement.

**502.6** Should travel and per diem expenses be so authorized by the City:

**502.6.1** Expenses shall be based on actual costs submitted for reimbursement with valid original receipts. If a receipt is not normally provided for the expense, a certification signed by the traveler shall be submitted. Submitted receipts for travel and per diem reimbursement shall name each traveler covered.

**502.6.2** Rates for lodging and individual meals shall not exceed the published U.S. General Services Administration rates at Clark County, Nevada, including the 75% limitation on the day of departure and return.

**502.6.3** Passenger vehicle mileage shall be reimbursed at the rate stipulated by the Internal Revenue Service.

**502.6.4** Examples of expenses that will not be reimbursed include alcoholic beverages, entertainment, laundry, dry cleaning and pressing, parking fines, gratuities and tips excepting for taxicab and meals a 15% tip if shown on the receipt, costs related to making reservations or other accommodations for travel, phone calls, computer or Internet access costs, car rentals larger than mid-size and car rental insurance, air travel other than the lowest coach fair available and travel insurance, premature departure and extended stays for personal reasons, and indirect route for personal preference.

END OF EXHIBIT "E"

## EXHIBIT F KEY PERSONNEL LIST

### 600 CITY PERSONNEL

600.1 CITY REPRESENTATIVE: (TBD)

600.2 CITY REPRESENTATIVE'S SUPERVISOR: (TBD)

### 601 CONSULTANT'S PROJECT STAFF

601.1 The following personnel will be assigned by to work on the Project. Any changes or additions require City approval.

601.1.a CONSULTANT REPRESENTATIVE (who may also be one of the following staff): Martin Murray

601.1.b CONSULTANT REPRESENTATIVE'S SUPERVISOR: Luis Palor

601.1.c CONSTRUCTION COORDINATOR: To be determined (TBD)

601.1.d CONSTRUCTION INSPECTOR: To be determined (TBD)

601.1.e RESPONSIBLE IN CHARGE PERSON\*: Kyle Foss

\*Mandatory under NRS 338 Construction Manager as Agent, who may also be one of the above staff

601.1.f Contractor license number: 021695

END OF EXHIBIT "F"

**EXHIBIT G**  
**EXAMPLE INVOICE**

23MWA270-DD  
WPCF – Facility and Solar Site Security Improvements

Project Name:  
Project Number  
Invoice Number  
Invoice Date:

Consultant:  
Consultant Rep:  
Consultant Phone:  
CLV Project Manager:  
CLV Program Manager:

Task	Description	Amount of Task	Amount Billed this Period	Amount Previously Billed	Amount Billed to Date	Amount Remaining	Percent Billed this Period	Percent Billed to Date	Percent Funds Remaining
105.1.3	100% Final (Mylar) Submittal				\$0.00	\$0.00			
0	0				\$0.00	\$0.00			
<b>106</b>	<b>BID PHASE</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>			
106.1	Pre-Bid Conference				\$0.00	\$0.00			
106.2	Bid Requests and Responses				\$0.00	\$0.00			
106.3	Bid Opening				\$0.00	\$0.00			
106.4	0				\$0.00	\$0.00			
<b>107</b>	<b>CONSTRUCTION PHASE</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>			
107.1	Pre-Construction Meeting				\$0.00	\$0.00			
107.2	Submittal Review				\$0.00	\$0.00			
107.3	Construction Support Services				\$0.00	\$0.00			
107.4	0				\$0.00	\$0.00			
<b>108</b>	<b>POST CONSTRUCTION PHASE</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>			
108.1	Record Drawings				\$0.00	\$0.00			
108.2	0				\$0.00	\$0.00			
108.3	0				\$0.00	\$0.00			
108.4	0				\$0.00	\$0.00			
108.5	0				\$0.00	\$0.00			
<b>Not-to-Exceed Total Basic Services Fee</b>		<b>\$0.00</b>	<b>\$0.00</b>						

Additional Services Allowance:									
ASR#	Total Additional Services Authorized	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
1	0					\$0.00			
2	0					\$0.00			
3	0					\$0.00			
4	0					\$0.00			
5	0					\$0.00			
6	0					\$0.00			
7	0					\$0.00			
8	0					\$0.00			
9	0					\$0.00			
10	0					\$0.00			
<b>Total Billed This Invoice:</b>		<b>\$0.00</b>							

	Total Billed to date	Total Remaining	Percent Remaining
<b>Total Base Services Due this Invoice: \$0.00</b>			
<b>Total Additional Services Billed to Date \$0.00</b>			
<b>TOTAL AMOUNT OF INVOICE \$0.00</b>			
<b>Basic Services:</b>	<b>0.00</b>	<b>\$0.00</b>	
<b>Authorized Additional Services:</b>	<b>0.00</b>	<b>\$0.00</b>	
<b>Additional Services Remaining:</b>		<b>\$0.00</b>	

Project Name:  
Project Number:  
Consultant  
Invoice Number:  
Invoice Date:

### DIRECT LABOR COSTS

[illegible]

Direct Salary:	\$0.00
Multiplier:	
Total Burdened Labor:	\$0.00

**OTHER DIRECT EXPENSES (Prior approval and backup documentation required)**[illegible]

**SUBCONSULTANTS (Backup documentatuiou with breakdown required)**

FIRM NAME	TOTAL
<b>TOTAL</b>	<b>\$0.00</b>

<b>TOTAL AMOUNT INVOICED</b>	<b>\$0.00</b>
------------------------------	---------------



**EXHIBIT H**  
**CERTIFICATE – DISCLOSURE OF OWNERSHIP/PRINCIPALS**

**CERTIFICATE - DISCLOSURE OF OWNERSHIP/PRINCIPALS****1. Definitions**

"City" means the City of Las Vegas.

"City Council" means the governing body of the City of Las Vegas.

"Contracting Entity," means the individual, partnership, or corporation seeking to enter into a contract with the City of Las Vegas.

"Principal" means, for each type of business organization, the following: (a) sole proprietorship – the owner of the business; (b) corporation – the directors and officers of the corporation; but not any branch managers of offices which are a part of the corporation; (c) partnership – the general partner and limited partners; (d) limited liability company – the managing member as well as all the other members; (e) trust – the trustee and beneficiaries.

**2. Policy**

In accordance with Resolutions 79-99, 105-99 and RA-4-99, adopted by the City Council, Contracting Entities seeking to enter into certain contracts with the City of Las Vegas must disclose information regarding ownership interests and principals. Such disclosure generally is required in conjunction with a Request for Proposals (RFP). In other cases, such disclosure must be made prior to the execution of a contract.

**3. Instructions**

The disclosure required by the Resolutions referenced above shall be made through the completion of this Certificate. The Contracting Entity shall complete Block 1, Block 2, and Block 3. The Contracting Entity shall complete either Block 4 or its alternate in Block 5. Specific information, which must be provided, is highlighted.

**4. Incorporation**

An updated and notarized Certificate shall be incorporated into the resulting contract, if any, between the City and the Contracting entity. Upon execution of such contract, the Contracting Entity is under a continuing obligation to notify the City in writing of any material changes to the information in this Certificate. This notification shall be made within fifteen (15) days of the change. Failure to notify the City of any material change may result, at the option of the City, in a default termination (in whole or in part) of the contract, and/or a withholding of payments due the Contracting Entity.

<b>Block 1: Contracting Entity</b>	
<b>Name:</b> Jacobs Engineering Group Inc.	
<b>Address:</b> 1301 N. Green Valley Pkwy Suite 200	<b>City / ST / Zip:</b> Henderson, NV 89074
<b>Telephone:</b> 702-369-6175	<b>EIN or DUNS :</b> 95-4081636
<b>Block 2: Description / Subject Matter of Contract</b>	
<b>Services for:</b> WPCF Facility and Solar Security Improvement Exhibit	<b>Project Number:</b> 23.MWA270
<b>Block 3: <u>Type of Business</u></b>	
<input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Liability Company <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Trust <input type="checkbox"/> Other:	

**CERTIFICATE – DISCLOSURE OF OWNERSHIP/PRINCIPALS (CONTINUED)****Block 4: Disclosure of Ownership and Principals**

In the space below, the Contracting Entity must disclose all principals (including partners) of the Contracting Entity, as well as persons or entities holding more than one-percent (1%) ownership interest in the Contracting Entity.

	FULL NAME/TITLE	BUSINESS ADDRESS	BUSINESS PHONE
1	SEE ATTACHED		
2			
3			
4			
5			
6			
7			
8			
9			
10			

The Contracting Entity shall continue the above list on a sheet of paper entitled "Disclosure of Ownership/Principals – Continuation" until full and complete disclosure is made. If continuation sheets are attached, please indicate the number of sheets: \_\_\_\_\_

**Block 5: Disclosure of Ownership and Principals – Alternate**

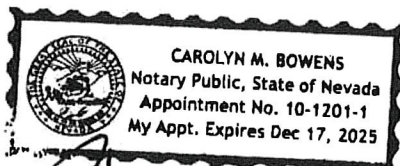
If the Contracting Entity, or its principals or partners, are required to provide disclosure (of persons or entities holding an ownership interest) under federal law (such as disclosure required by the Securities and Exchange Commission or the Employee Retirement Income Act), a copy of such disclosure may be attached to this Certificate in lieu of providing the information set forth in Block 4 above. A description of such disclosure documents must be included below.

Name of Attached Document: List of Active Officers and Directors

Date of Attached Document: 7/31/23 Number of Pages: 4

**Contracting Party Certification (Notarized signature required in event of contract award per section 4, "Incorporation")**

I certify under penalty of perjury, that all the information provided in this Certificate is current, complete and accurate. I further certify that I am an individual authorized to contractually bind the above named Contracting Entity.



[Signature] Signature  
8-18-2023 Date

Subscribed and sworn to before me this 16<sup>th</sup> day of August, 2023

[Signature]  
Notary Signature



Jacobs Engineering Group Inc. via Blueprint platform  
7/31/23

---

List of Active Officers and Directors

**Appointments**

**Board Directors**

Name	Position	Appointed
<u>Arnette, Stephen A.</u>	Director	08/29/2022
<u>Berryman, Kevin-Christopher</u>	Director	08/29/2022
Pragada, Robert V.	Chair of the Board	01/30/2023





Jacobs Engineering Group Inc. via Blueprint platform  
7/31/23

List of Active Officers and Directors  
**Officers**

Name	Position	Appointed
Adkisson, Jason	Assistant Secretary	11/19/2020
Allen, William "Billy" B.	Senior Vice President and Chief Accounting Officer	10/13/2016
Arnette, Stephen A.	President, Critical Mission Solutions	04/01/2022
Battikhi, Amer Anwar	SVP, Platforms, Technologies & Software Solutions	04/28/2022
Berryman, Kevin Christopher	President	11/14/2019
Bello, Marius (Mark) F.	Senior Vice President, Designated Project Executive	01/16/2020
Berryman, Kevin Christopher	President	11/14/2019
Bloom, Katie	Designated person responsible for practice of Environmental	01/18/2018
Bunderson, Michael	Vice President, Tax	05/29/2018
Byers, Timothy	Sr VP & GM, P&PS and Federal & Environmental Solutions	05/05/2020
Carlin, Michael James	Vice President	01/17/2019
Caruso, Joanne E.	Chief Administrative Officer	01/18/2018
Chang, Julie	Sr Vice President, Technology & Innovative Solutions (DS)	07/13/2022
Clavon, Gwen	Senior Vice President, Cyber & Intelligence	12/01/2022
Cox, Levitte	Vice President	09/16/2021
Crawford, Bruce	SVP, Strategic Development & Digital Convergence (COE)	11/19/2020
Delisle, Tina	Senior Manager Payroll	02/01/2021
Doros, Jonathan	SVP, Financial Planning & Analysis, Investor Relations & Tre	11/19/2020
Walstrom, Jan	Senior Vice President	05/05/2020
Feghali, Imad	Senior Vice President & GM, PPS, Americas	09/23/2021
Gustafson, Shelette M.	Executive Vice President	04/22/2021
Hansen, Taggart	Chief Compliance Officer	09/23/2021
Helsing, Jason	Senior Director Tax	06/01/2021
Hendon, Brain Lee	Designated person responsible for practice of Architecture I	01/18/2018
Henry, Chasity	Assistant Secretary	04/28/2022
Hicks, Rich	Manager, Ohio Engineering Operations	05/09/2018
Hill, Patrick	EVP and President, People & Place Solutions	08/01/2021
Hooper, Cory	Vice President, Florida Operations	12/17/2019
Howell, Priya	Assistant Secretary	01/26/2022
Hsu, Mike	Senior Director Tax	09/04/2019



Jacobs Engineering Group Inc. via Blueprint platform  
7/31/23

List of Active Officers and Directors

<b>Name</b>	<b>Position</b>	<b>Appointed</b>
Jaramillo, Claudia	Executive Vice President, Strategy & Corporate Development	07/13/2022
Johnson, Justin	General Counsel	09/23/2021
Jones, Keith B.	Manager, Ohio Land Surveying Operations	05/09/2018
Kenny, Katherine Helen	Senior Vice President & GM, PPS Europe	10/17/2022
Laity, Michael	Senior Director Tax	02/21/2020
Lawson, Keith	Sr. Vice President, PPS, APME & Europe	09/23/2021
Lazaro, Alberto	Vice President, Sales	01/03/2022
Lopez-Dubois, Miguel	Manager, California Engineering Operations	01/18/2018
Maloney, Kevin	Manager, California Engineering Operations	01/18/2018
Meinhart, Thomas	Senior Vice President Sales, PPS, Americas	11/14/2019
Miller, Shannon	President, Divergent Solutions	09/26/2022
Montellano, Victorino	Manager, California Engineering Operations	01/18/2018
Morrison, Hugh Donald	Chief Growth Officer	10/17/2022
Nein, Brett	Vice President, Florida Landscape Architecture Operations	06/01/2018
Ostervold, Lars	Managing Agent of Oklahoma Engineering Ops	03/15/2021
Owens, John G.	Designated Person Responsible Electrical Engineering in AK	02/27/2020
Parent, Mark J.	Designated Person Responsible Electrical Engineering in AK	02/27/2020
Pinto, Dawn	Senior Vice President, Critical Mission Solutions Finance	01/26/2022
Pragada, Robert V.	President	11/14/2019
Refinski, Elizabeth A.	Assistant Secretary	03/26/2009
Scarlat, Cristian	Manager, California Engineering Operations	01/18/2018
Scher, Brian	Assistant Secretary	03/26/2009
Sever, Jeffrey David	Designated person responsible for practice of Mechanical Eng	06/28/2018
Strauss, Scott	Vice President-Authorized Signer	04/01/2019
Uchil, Vinay	Vice President, Florida Engineering Operations	09/24/2018
Vadlamudi, Koti	Senior Vice President & GM, PPS, Advanced Facilities	11/14/2019
Wallace, Ronald	Senior Vice President, Operations Support, CMS	09/02/2020
Walter, Eric	Senior Vice President Finance PPS	11/19/2020
Walter, Thomas Mark	Sr Vice President, CMS, AERO Business Unit	08/01/2022
Warnock, William Kirkpatrick	Manager, California Engineering Operations	01/18/2018
Watson, Katus	Senior Vice President & GM, PPS Americas (South)	09/23/2021
White, Clive Thomas	Senior Vice President, CMS International	05/05/2020





Jacobs Engineering Group Inc. via Blueprint platform  
7/31/23

List of Active Officers and Directors

Name	Position	Appointed
White, Louise	Vice President, Corporate Communications	07/13/2022
Wiemelt, Karen	SVP & GM, Energy, Security & Technology, CMS	01/18/2018
Williams, Ronald R.	Senior Vice President & GM, PPS, Americas	11/14/2019
Willis, Aaron	Manager, California Land Surveying Operations	01/18/2018
Wood, Mark	Manager, California Engineering Operations	01/18/2018
Young, Scott E.	Managing Agent of Oklahoma Engineering Ops	03/15/2021