

CITY OF CASA GRANDE, ARIZONA

REQUEST FOR QUALIFICATIONS

**FISCAL YEAR 2015-16
ON-CALL PROFESSIONAL SERVICES**

The City of Casa Grande Requests for Qualifications (RFQ) for Fiscal Year 2015-16 On-Call Professional Services.

Each response shall be in accordance with the RFQ instructions and scope of work package on file with the City Clerk at City Hall, 510 East Florence Boulevard, Casa Grande, Arizona, 85122, where copies can be obtained by calling the City Clerk's Office (520) 421-8600, or a complete packet is available on the City's website: www.casagrandeaz.gov.

All responses must be submitted by **2:00 p.m. City time on Friday, May 29, 2015** to the City Clerk, Remilie S. Miller, and 510 East Florence Boulevard, Casa Grande, Arizona 85122. The responses shall be evaluated in accordance the RFQ scope of work package.

Responses must be addressed to:

**Remilie S. Miller, City Clerk
City of Casa Grande
510 E. Florence Boulevard
Casa Grande, Arizona 85122**

**THE ENVELOPE MUST BE BOLDLY MARKED:
REQUEST FOR QUALIFICATIONS FISCAL YEAR 2015-16 ON-CALL
PROFESSIONAL SERVICES**

The City of Casa Grande reserves the right to waive any informalities or irregularities in this Request for Qualifications, or to reject any or all responses; to be the sole judge of the suitability of the materials offered, and to award a contract for the furnishing of the services it deems to be in the best interest of the City.

/s/James V. Thompson
City Manager



City of
Casa Grande

REQUEST FOR QUALIFICATIONS

FOR

FISCAL YEAR 2015-16

ON-CALL PROFESSIONAL SERVICES

Statement of Qualifications due by:

Friday May 29, 2015

TABLE OF CONTENTS

SECTION	PAGE
SECTION 1: PROJECT DESCRIPTION	3
SECTION 2: SUBMITTAL REQUIREMENTS	3
2.1 General Requirements.....	3
2.2 Pre-Submittal Meeting	4
SECTION 3: GENERAL TERMS, CONDITIONS, AND INSTRUCTIONS	4
3.1 Definition of Terms Used in These Instructions.....	4
3.2 Preparation of Submittal.....	5
3.3 Inquiries.....	7
3.4 Cost of Submittal Preparation.....	7
3.5 Award of Contract.....	8
3.6 Award of Contract.....	8
3.7 Protests	9
3.8 Solicitation Order of Precedence	9
APPENDIX "A"	10
SERVICE CATEGORIES	10
SAMPLE CONTRACT FORM	13
APPENDIX "C"	24
REQUIRED FORMS	24
GENERAL CIVIL ENGINEERING	28
CONSTRUCTION ENGINEERING	28
STRUCTURAL ENGINEERING	28
ELECTRICAL AND/OR MECHANICAL ENGINEERING	28
ENVIRONMENTAL / GEOTECHNICAL ENGINEERING	28
SURVEY SERVICES	28
MATERIALS TESTING	29
ARCHITECTURAL SERVICES	29
LANDSCAPE ARCHITECTURAL SERVICES.....	29
LOCAL TRANSIT ROUTE PLANNING SERVICES	29

SECTION 1: PROJECT DESCRIPTION

The City of Casa Grande intends to establish a pre-qualified list of Consultants to provide non-exclusive professional consulting services on an as-needed basis in support of various City departments and projects. This list shall include many disciplines and services as described below. Each interested Consultant/Firm is invited to submit a Statement of Qualification (SOQ) detailing capabilities and experience in one or more of the categories listed.

Assignment of available projects will be made to selected firms possessing necessary specialty as required. Projects assigned to any one consultant are not to exceed a maximum of \$49,999 in aggregate fees within any Fiscal Year and the total value of ALL services to be provided for any single project will not be in excess of \$24,999.

Consultants selected to perform any task under this solicitation shall be required to hold valid professional registration (Individual and Firm) as necessary for any task and as required by the Arizona Revised Statutes.

Consultants selected to perform any task under this solicitation shall be required to obtain and maintain insurance coverages as specified in the sample Contract. Consultants selected to perform any task under this solicitation shall also be required to obtain a City of Casa Grande business license.

Appendix "A" contains a listing of various categories of engineering services and typical tasks which may be required in support of the City. Each interested consultant shall review the list, and is required to specify which categories and services for which the wish to be considered.

This on-call list shall be valid for one (1) year with an option to renew for one (1) additional year at the sole discretion of the City of Casa Grande.

The City of Casa Grande intends that the contracts resulting from this solicitation be extended for use by other municipalities, government agencies and governing bodies, including the Arizona Board of Regents, and political subdivisions of the State. Any such usage by other entities must be in accordance with the ordinances, charter and/or rules and regulations of the respective entity and the approval of the Consultant.

SECTION 2: SUBMITTAL REQUIREMENTS

2.1 General Requirements

Consultants will be selected through a qualifications-based selection process. Consultants interested in providing services must submit a Statement of Qualifications (SOQ) that meets the criteria set forth in this section. Consultants may also group together in a joint venture and submit single SOQ. Information included in the SOQ response may be used to evaluate your firm as part of any criteria, regardless of where

that information is found in the SOQ. Information obtained from the SOQ and from any other relevant source, including independent investigation by the City, may be considered in the evaluation and selection process.

Interested consultants are to submit a detailed SOQ providing information on: capabilities, experience, staff, and past projects performed. The SOQ shall also contain a minimum of three (3) client references and their contact information. Submittal package must contain signed and completed copies of each of the forms contained in Appendix "C," packages submitted without all of these documents shall be deemed unresponsive, shall not be considered, and will be discarded. Consultants who would like to be considered for several categories do not have to make multiple submittals.

Submittals must be delivered in a sealed package bearing the title of the solicitation. Packages must be delivered prior to the submittal deadline to the Address listed below; any submittal package received after the deadline shall not be considered and will be discarded.

Address and Submittal deadline information:

TITLE: **ON-CALL PROFESSIONAL SERVICES**

SUBMITTAL DUE DATE: **MAY 29, 2015** **TIME: 2:00 PM**

SUBMIT TO: Remilie S. Miller, City Clerk
City of Casa Grande
510 E. Florence Boulevard
Casa Grande, AZ 85122

2.2 Pre-Submittal Meeting

The City will not host a pre-submittal meeting.

SECTION 3: GENERAL TERMS, CONDITIONS, AND INSTRUCTIONS

3.1 Definition of Terms Used in These Instructions

As used in these instructions, the following terms have the following meaning:

- A. "Attachments" means all items required from the Submitter as a part of the submittal.
- B. "Days" means calendar days unless otherwise specified.
- C. "Exhibits" means all items attached to the solicitation.

- D. "Submittal" means bid, submittal, quotation, and statements of qualifications.
- E. "Submitter" means a vendor or provider who responds to any type of solicitation.
- F. "Project Manager" means the person duly authorized to enter into and administer contracts and make written determinations with respect to the contract or his or her designee.
- G. "Solicitation" means an invitation for bids (IFB), a request for proposals (RFP), a request for quotations (RFQ) or a request for statement of qualifications (SOQ).

3.2 Preparation of Submittal

- A. Copies of Submittal: To be considered responsive, one (1) original and one (1) digital PDF copy of the SOQ on a CD or Thumb drive (USB type) must be submitted in a sealed envelope or box with the SOQ Description and the submitter's name and address clearly indicated on the package and received by the deadline. The submittal must bear the original signature of an authorized representative of the submitter on the acknowledgement provided, and clearly identify a representative for contact, including a valid email address.
- B. Number of Pages and Format: The proposal shall have a maximum of five (5) pages, printed and stapled in the upper left corner. These five pages are separate from the cover sheet, resumes, appendices and, any required forms.
- C. Forms: No Facsimile or Telegraphic Submittals. A submittal shall be provided either on the forms provided in this solicitation or their substantial equivalent. Any substitute document for the forms provided in this solicitation must be legible and contain the same information requested on the form. A facsimile, telegraphic, or submittals by methods other than specified in this package will be rejected.
- D. Duty to Examine: It is the responsibility of each submitter to examine the entire solicitation, seek clarification in writing, and check its submittal for accuracy before submitting. Lack of care in preparing a submittal shall not be grounds for withdrawing the submittal after the submittal due date and time nor shall it give rise to any contract claim.
- E. Amendments: Each solicitation amendment, if any, shall be signed with an original signature by the person signing the submittal, and must be submitted no later than the submittal due date and time. Failure to return a

signed copy of a material solicitation amendment may result in rejection of the submittal.

- F. Submittal Amendment or Withdrawal: A submittal may not be amended or withdrawn after the submittal due date and time except as otherwise provided under the City's Procurement Code or other applicable law.
- G. Public Record: Under applicable law, all submittals submitted and opened are public records and must be retained by the City of Casa Grande. Submittals shall be open to public inspection after contract award, except for such submittals deemed to be confidential by the City Casa Grande. If a submitter believes that information in its submittal should remain confidential, it must stamp as confidential that information and submit a statement with its submittal detailing the reasons that information should not be disclosed. The City of Casa Grande shall make a determination pursuant to the City of Casa Grande's Procurement Code and the Public Records laws of the State of Arizona.
- H. Exceptions to Terms and Conditions: A submittal that takes exception to a material requirement of any part of the solicitation, including a material term and condition of any proposed contract, may be rejected. Exceptions to the submittal documents shall be clearly set forth in an attachment to the submittal.
- I. Release of Project Information: The City shall provide the release of all public information concerning the project, including selection announcements and contract awards. Those desiring to release information to the public must receive prior written approval from the City.
- J. Non-compliant Submittals to be Rejected: Submitters are advised that failure to comply with the following criteria will be grounds for disqualification and will be strictly enforced:
- Receipt of submittal by the specified cut-off date and time
 - Failure to deliver the submittal to the appropriate location
 - Failure to provide complete, signed copies of required forms

These failures will result in disqualification and no action of the City, including late acceptance by the City Clerk, shall act to waive or otherwise affect the disqualification.

- K. City Rights: The City of Casa Grande reserves the right to reject any or all Submittals, to waive any informality or irregularity in any Submittal received, to be the sole judge of the merits of the respective Submittals received, and to cancel any solicitation if deemed to be in the interest of the City to do so.

3.3 Inquiries

- A. Solicitation Contact Person; Other Contact Prohibited. Any inquiry related to a solicitation shall be directed solely to the City of Casa Grande Project Manager. The submitter may not contact or direct inquiries concerning this solicitation to any other employee. All Consultants interested in this project (including the Consultant's employees, representatives, agents, lobbyists, attorneys, and sub-consultants) will refrain, under penalty of disqualification, from direct or indirect contact for the purpose of influencing the selection or creating bias in the selection process with any person who may play a part in the selection process, including the evaluation panel, the City Manager, Deputy City Manager, Department Heads and other staff. This policy is intended to create a level playing field for all potential Consultants, assure that contract decisions are made in public and to protect the integrity of the selection process. **The Project Manager/Contact Person for this Solicitation shall be:**

Abdul Rashid, PE
Civil Engineer
3181 N Lear Ave.
Casa Grande, AZ 85122
520-421-8625
arashid@casagrandeaz.gov

- B. Submission of Inquires. All inquiries are to be submitted via email **ONLY**. Each inquiry shall clearly refer to this solicitation in the subject line of the email. A list of all inquiries received, and responses by the city, shall be generated and be made available to all interested parties via posting on the City's website seven (7) days prior to the submittal deadline.
- C. Timeliness. Any inquiry must be submitted at least **ten (10) days** before the submittal due date and time. Failure to do so may result in the inquiry not being answered.
- D. No Right to Rely on Verbal Responses. Any inquiry that raises material issues and results in changes to the solicitation shall be answered solely through a written solicitation amendment. A submitter may not rely on verbal responses to their inquiries.

3.4 Cost of Submittal Preparation

The City of Casa Grande shall not reimburse any submitter for the cost of responding to this solicitation.

3.5 Certifications, Disclosure, and Disqualification

- A. Non-collusion, Employment, and Services. By signing the Submittal form, or other official contract form, the submitter certifies that:
- i) They did not engage in collusion or other anti-competitive practices in connection with the preparation or submission of its submittal; and
 - ii) They do not discriminate against any employee, applicant for employment, or person to whom it provides services because of race, color, religion, sex, national origin, or disability, and that it complies with all applicable federal, state, and local laws and executive orders.
- B. Disclosure. If the consultant, business, or person submitting this submittal has previously been debarred, suspended, or otherwise lawfully precluded from participating in any public procurement activity, including being disapproved as a subconsultant with any federal, state, or local government, or if any such preclusion from participation from any public procurement activity is currently pending, the Submitter must fully explain the circumstances relating to the preclusion or proposed preclusion in the submittal. If awarded, the submitter must include a letter with its submittal setting forth the name and address of the governmental unit, the effective date of this suspension or debarment, the duration of the suspension or debarment, and the relevant circumstances relating the suspension or debarment. If suspension or debarment is currently pending, a detailed description of all relevant circumstances including the details enumerated above must be provided.
- C. Disqualification. The submittal of a Submitter who is currently debarred, suspended or otherwise lawfully prohibited from any public procurement activity will be rejected.

3.6 Award of Contract

- A. Number or Types of Awards. Where applicable, the City of Casa Grande reserves the right to make multiple awards or to award a contract by individual line items, by a group of line items, or to make an aggregate award, whichever is deemed most advantageous to the City of Casa Grande. If the Contract Administrator determines that an aggregate award to one submitter is not in the City of Casa Grande's interest, "all or none" submittals shall be rejected.
- B. Contracting. Each consultant or Firm selected shall be required to sign and execute a standard City of Casa Grande form of Contract, and conform to all requirements contained therein. This Contract shall not be a guarantee or promise of work; the execution of Contracts shall enable the City to direct

work in an expeditious manner when required. A sample of such contract is included with this solicitation.

- C. Contract Inception. A submittal does not constitute a contract nor does it confer any rights on the submitter to the award of a contract. A contract is not created until the submittal is accepted in writing by the Casa Grande City Council and executed by the authorized signature of the City Manager and the Submitter.

3.7 Protests

Pursuant to Section 3.04.170 of the Casa Grande City Code, all protests shall be in writing and be filed with the City Clerk of the City of Casa Grande. To be considered timely, a protest of a solicitation any protest must be filed within three (3) days after the protester knows or should have known the basis of the protest. A protest shall include:

- A. The name, address, and telephone number of the protester;
- B. The signature of the protester or its representative;
- C. Identification of the purchasing agency and the solicitation or contract number;
- D. A detailed statement of the legal and factual grounds of the protest including copies of relevant documents; and
- E. The form of relief requested.

3.8 Solicitation Order of Precedence

In the event of a conflict in the provisions of this solicitation, the following shall prevail in the order set forth below:

- A. Solicitation;
- B. Special Terms and Conditions, if any;
- C. Uniform General Terms and Conditions;
- D. Specifications;
- E. Exhibits;
- F. Special Instructions to Submitters; and
- G. Uniform Instructions to Submitters.

APPENDIX “A”

SERVICE CATEGORIES

Services will be provided on an as needed basis through a task-order process. The process will consist of the City contacting the Consultant and requesting proposal(s) for services related to an individual project. The Consultant will then prepare a detailed scope and budget for each individual Task Order. Scope and Fee for each task-order will be agreed upon between the City Representative and the Consultant prior to proceeding with required services.

All work to be performed under the On-Call program will be coordinated by the Project Manager (PM). For each project or task to be performed, the PM will select Consultant(s) from the list as appropriate and request a Scope & Fee proposal. Proposals will be reviewed and negotiated by the PM. Solicitation of proposal shall not be construed as a guarantee that the work will be assigned. The City reserves the right to reject any proposal. Consultant may **NOT** begin work on any job until a detailed scope and fee proposal has been submitted and approved by the Project Manager or his authorized representative. Payment for any work not authorized by the Project Manager or his authorized representative will not be made by the City of Casa Grande.

GENERAL CIVIL ENGINEERING

Civil, Transportation, Traffic, Water/Wastewater, Drainage/Stormwater Management, general Project Management.

Tasks may include work such as the following:

Planning, design, construction plan and specification preparation, CAD drafting, agency permitting, environmental permitting, report writing, cost estimating, support in preparation and bidding of contract documents, and other related tasks as necessary.

CONSTRUCTION ENGINEERING

Tasks may include work such as the following:

General construction administration services, construction observation and oversight, construction inspection, special inspections, project and progress scheduling, project reporting. These tasks may be related to any construction discipline generally associated with municipal infrastructure development/improvement including: utilities, earthwork, paving, underground,

processes and controls, and general vertical construction, and other related tasks as necessary.

STRUCTURAL ENGINEERING

Tasks may include work such as the following:

Planning, assessments, calculations, designing, structure evaluations, structural inspection, preparation of construction plans and specifications, and other tasks as needed. These tasks may be related to retaining walls, bridges, buildings, and other city-owned structures, and evaluating new or existing facilities, and other structural projects, and other related tasks as necessary.

ELECTRICAL AND/OR MECHANICAL ENGINEERING

Tasks may include work such as the following:

Planning, assessment, design, Construction plans and specifications, coordination with utilities, supplementing City staff to complete electrical issues related to other projects, estimating, and other tasks as needed. Specific tasks could include coordination with utility for power service connections, design for removal or installation of new electrical facilities, sizing/load calculations, telemetry needs related to new or existing facilities, and/or assisting with liftstation electrical and/or controls, wastewater plant processes and controls, SCADA, and telemetry. Traffic signal loops, and illumination design or plan review may also be typical tasks for this category, and other related tasks as necessary.

ENVIRONMENTAL/GEOTECHNICAL SERVICES

Tasks may include work such as the following:

Planning, soil borings, test pits, infiltration tests, foundation design/soil bearings, installation/completion of monitoring wells, and other tasks as needed. Other assistance may include hydrogeology, environmental permitting, environmental studies, such as Phase I and II, historical reviews, wetland delineation, cultural resources, and archeological services, and other related tasks as necessary.

SURVEY/RIGHT-OF-WAY SERVICES

Tasks may include work such as the following:

Topographic survey, construction survey, boundary determination, document preparation, title review, maintenance of City's datum/control network, preparation of deeds and easements, GIS mapping, Right-of-Way appraisal, negotiation, etc. and other related tasks as necessary.

MATERIALS TESTING

Tasks may include work such as the following:

Perform special tests and inspection relating to seismic safety systems, weld testing, hydrostatic testing, construction materials sampling and testing (including field testing,) and other routine testing services, and other related tasks as necessary.

ARCHITECTURAL SERVICES

Tasks may include work such as the following:

Prepare reports and feasibility studies, providing architectural, structural, historic preservation, interior design/space planning, cost estimates for proposed small scope addition, remodel and/or renovation construction projects, review of contract, plans, and specifications documents for code and regulation compliance and value engineering of same for proposed addition, remodel and/or renovation construction projects, and other related tasks as necessary.

SANITATION / LANDFILL ENGINEERING

Tasks may include work such as the following:

Prepare reports and feasibility studies, preparation of construction documents, bid document preparation, coordination with authority having jurisdiction (e.g. ADEQ), permitting, utility coordination, coordination with other municipalities, assistance with environmental compliance programs, construction administration, construction oversight, operations management consultation/assistance, and other related tasks as necessary.

LANDSCAPE ARCHITECTURE SERVICES

Tasks may include work such as the following:

Playground expansion and replacement, problem solving tree/walkway/lifting conflicts, restroom additions to parks and numerous other projects.

LOCAL TRANSIT SYSTEM STUDY SERVICES

Tasks may include work such as the following:

Bus stop/shelter design, route planning, estimates of costs for capital improvements and operation. Conduct surveys to address the travel needs of the general public and especially low-income workers, individuals with disabilities and older adults.

APPENDIX “B”

SAMPLE CONTRACT FORM

CONTRACT FOR PROFESSIONAL SERVICES

THIS CONTRACT is entered into this the _____ day of _____, 20____, by and between _____, an Arizona Corporation (hereinafter known as “Contractor”), whose address is _____, and the City of Casa Grande (hereinafter known as “City”), an Arizona municipal corporation, whose address is 510 East Florence Boulevard, Casa Grande, Arizona 85122.

The City engages the Contractor to perform professional services for various projects associated with the FY13 On-Call Professional Services Solicitation. Projects shall be assigned on an as-needed basis as determined by the City’s Project Manager.

1. Scope of Contractor's Services.

For each assigned project a Scope and Fee shall be negotiated with the Contractor and shall be approved by the City prior to commencement of work. The contractor agrees to provide to the City services and any materials set forth in the Scope of Work requested by the City in its Requests for Proposal during the agreement period. No material, labor, or facilities will be furnished by the City, unless otherwise provided for in the Agreement. Timing is of the essence to the City.

2. Accounting and Payment for Contractor Services.

Payment to the Contractor for services rendered under this Agreement shall be as negotiated on a project-by-project basis. Services may be contracted up to a maximum amount of \$24,999 for any single project assigned, and shall not exceed a maximum of \$49,999 for an annual aggregate amount. These amounts shall be inclusive of any applicable. Where the agreed to scope and fee requires payments by City after each task, payment shall be based upon billings supported, unless otherwise provided in the approved fee schedule, by itemized documentation of units of work actually performed and amounts earned (including where appropriate, the actual number of days worked each month and total number of hours for the month), equipment or materials supplied or used, and the total dollar payment requested. Unless specifically stated in the approved fee schedule or approved in writing in advance by the City, the City will not reimburse the Contractor for any costs or expenses incurred by the Contractor in the performance of this contract. Where required, the City shall, upon receipt of appropriate documentation, compensate the Contractor no more often than monthly through the City voucher system for the Contractor's service pursuant to the fee schedule set forth for each project.

3. Assignment and Subcontracting.

Except for subcontractors identified by Contractor in Exhibit “B”, no portion of this contract may be assigned or subcontracted to any other individual, firm, or entity without the express and prior written approval of the Contracting Officer. It will be the responsibility of the Contractor to ensure that any and all subcontractors comply with the terms and conditions of this agreement and that City of Casa Grande is named as express third-party beneficiary of such subcontracts with full rights as such.

4. Independent Contractor.

The Contractor's services shall be furnished by the Contractor as an independent Contractor and nothing contained herein shall be construed to create a relationship of employer-employee or master-servant, but all payments made hereunder and all services performed shall be made and performed pursuant to this Agreement by the Contractor as an independent Contractor.

5. No Guarantee of Employment.

The performance of all or part of this contract by the Contractor shall not operate to vest any employment rights whatsoever and shall not be deemed to guarantee any employment of the Contractor or any employee of the Contractor or any subcontractor or any employee of any subcontractor by the City at the present time or in the future.

6. Taxes.

The Contractor understands and acknowledges that the City will not withhold federal or state income taxes. Where required by state or federal law, the Contractor authorizes the City to make withholding for any taxes other than income taxes (i.e., Medicare). All compensation received by the Contractor will be reported to the Internal Revenue Service at the end of the calendar year in accordance with the applicable IRS regulations. It is the responsibility of the Contractor to make the necessary estimated tax payments throughout the year, if any, and the Contractor is solely liable for any tax obligation arising from the Contractor's performance of this Agreement. The Contractor hereby agrees to indemnify the City against any demand to pay taxes arising from the Contractor's failure to pay taxes on compensation earned pursuant to this Agreement.

The City will pay sales and use taxes imposed on goods or services acquired hereunder as required by law. The Contractor must pay all other taxes including, but not limited to, Business or Occupation Tax, taxes based on the Contractor's gross or net income, or personal property to which the City does not hold title.

7. Regulations and Requirement.

This Agreement shall be subject to all laws, rules and regulations of the United States of America, the State of Arizona, and the City of Casa Grande.

8. Right to Review.

This contract may be subject to review by any federal or state auditor. The City or its designee shall have the right to review and monitor the financial and service components of this program by whatever means are deemed expedient by the City. Such review may occur with reasonable notice, and may include, but is not limited to, on site inspection by City Agents or employees, inspection of all records or other materials which the City deems pertinent to the Agreement and its performance, and any and all communications with or evaluations by service recipients under this Agreement. The Contractor shall preserve and maintain all financial records and records relating to the performance of work under this Agreement for five (5) years after contract termination in accordance with A.R.S. §35-214 and shall make them available for such review within the City of Casa Grande, State of Arizona, upon request.

9. Modifications.

Either party may request changes in the Agreement. Any and all agreed modifications shall be in writing, signed by each of the parties.

10. Termination for Default.

If the Contractor defaults by failing to perform any of the obligations of the contract or becomes insolvent or is declared bankrupt or commits any act of bankruptcy or insolvency or makes an assignment for the benefit of creditors, the City may, by depositing written notice to the

Contractor in the U.S. mail, postage prepaid, terminate the contract, and at the City's option, obtain performance of the work elsewhere. If the contract is terminated for default, the Contractor shall not be entitled to receive any further payments under the contract until all work called for has been fully performed. Any extra cost or damage to the City resulting from such default(s) shall be deducted from any money due or coming due to the Contractor. The Contractor shall bear any extra expenses incurred by the City in completing the work, including all increased costs for completing the work, and all damage sustained, or which may be sustained by the City by reason of such default. If a notice of termination for default has been issued and it is later determined for any reason that the Contractor was not in default, the rights and obligations of the parties shall be the same as if the notice of termination has been issued pursuant to the Termination for Public Convenience paragraph hereof.

11. Termination for Public Convenience.

The City may terminate the contract in whole or in part whenever the City determines, in its sole discretion, that such termination is in the best interests of the City. Whenever the contract is terminated in accordance with this paragraph, the Contractor shall be entitled to payment for actual work performed at unit contract prices for completed items of work. An equitable adjustment in the contract price for partially completed items of work will be made, but such adjustment shall not include provisions for loss of anticipated profit on deleted or uncompleted work. Termination of this contract by the City at any time during the term, whether for default or convenience, shall not constitute a breach of contract by the City.

12. Equal Opportunity.

This Agreement, and the parties thereto, shall comply with the provisions of Arizona Executive Order 75-5 as amended by Arizona Executive Order 99-4 as they relate to equal opportunity.

13. Venue and Choice of Law.

In the event that any litigation should arise concerning the construction or interpretation of any of the terms of this Agreement, the venue of such action of litigation shall be in the courts of the State of Arizona in and for the County of Pinal. This Agreement shall be governed by the laws of the State of Arizona.

14. Insurance.

14.1 Contractor Liability Insurance. Upon signing of the Agreement and so long as it shall remain in effect, contractor, at its cost and expense, shall purchase and maintain the insurance described in this subsection 14. The insurance shall be purchased and maintained in companies duly licensed or otherwise approved by the State of Arizona, with forms acceptable to the City of Casa Grande, and shall be primary with no right of contribution. The contractor's insurer shall have a minimum A.M. Best's rating of A-VIII. Use of alternative insurers requires prior approval for the City of Casa Grande.

The insurance coverages to be purchased and maintained are:

14.1.1 Workers' Compensation. Contractor shall provide workers' compensation insurance as required by state and federal laws having jurisdiction over Contractor's employees engaged in the performance of the Services within this Agreement.

14.1.2 General Liability. Contractor shall maintain a Commercial General Liability (Occurrence) policy that includes coverage for premises and operations, products and completed operations, contractual liability, broad form property damage, and personal injury liability. The policy shall have limits of not less than:

- \$1,000,000 for each occurrence of bodily injury and property damage; and
- \$1,000,000 for personal injury;

14.1.3 Automobile Liability. Contractor shall maintain an Automobile Liability policy with a combined single limit for bodily injury and property damage of not less than \$1,000,000 for each accident. The policy shall cover all owned, hired, and non-owned automobiles used in connection with the Agreement for the performance of Contractor's services.

14.1.4 Property Insurance. A policy or policies of fire and extended coverage property damage insurance covering the full insurable value of all tools and equipment used by contractor from time to time on the lands of City of Casa Grande pursuant to the Agreement, including mobile equipment. Contractor shall also require its agents, contractors, licensees and others performing the obligations, or exercising the rights, of Contractor under the Agreement to carry such property damage insurance. Such policy or policies shall cover the full insurable value of such tools and equipment.

14.1.5 Adjustment of Liability Limits. If the initial term of the Agreement shall exceed ten years or if the aggregate term of the Agreement, including any extension or renewal terms agreed to by the parties or provided for in the Agreement shall exceed ten years, on each tenth anniversary of the date of the Agreement, the liability limits provided for in sections 14.1.2 and 14.1.3 shall be increased by an amount proportional to the increase in the US consumer price index occurring since the date of the Agreement or the date of the last such increase as appropriate.

14.1.6 Professional Liability. The Contractor retained by the City to provide the engineering services required by the Agreement will maintain Professional Liability insurance covering errors and omissions arising out of the Services performed by the Contractor or any person employed by him, with a limit of not less than \$2,000,000 each claim and \$4,000,000 all claims. In the event the insurance policy is written on a "claims made" basis, coverage shall extend for two years past completion and acceptance of Services as evidenced by annual Certificates of Insurance.

14.2 Insurance Certificate. Contractor shall not exercise any of its rights under the Agreement until it delivers to City of Casa Grande's designated recipient certificates from contractor's insurers showing that the coverage required above has been obtained.

14.2.1 The insurance certificates must show City of Casa Grande, its subsidiaries, affiliates directors, officers, and employees as additional insured parties in respect of all liability coverage except workers' compensation and professional liability insurance. The policy shall provide and the certificate shall reflect that the insurance afforded applies separately to each insured against whom claim is made or suit is brought except with respect to the limits of the company's liability.

14.2.2 The insurance certificate shall provide on its face that the policies it represents will not be terminated, amended, or allowed to expire without 30 days prior written notice to City of Casa Grande.

14.2.3 Failure of City of Casa Grande to demand the insurance certificate or other evidence of full compliance with these insurance requirements or failure of City of Casa Grande to identify a deficiency from any certificate provided to it shall not be construed as a waiver of Contractor's obligation to maintain such insurance.

14.3 Severability of Interests. The policies referenced in 14.1.2. and 14.1.3. shall contain a severability of interests clause, generally providing, "the insurance afforded applies separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the company's insurance."

14.4 Waiver of Subrogation. With the exception of Workers Compensation and Professional Liability Insurance, Contractor hereby waives any and all rights that it might have against City of Casa Grande, its employees, officers and directors, to recover all or part of any loss or damage insured or insurable by the insurance policies carried or required to be carried by it pursuant to the Contract Documents. Contractor shall require each of its agents, contractors, licensees and others performing the obligations, or exercising the rights, of Contractor under the Agreement to provide a similar waiver for City of Casa Grande's benefit.

14.5 Deductibles. Contractor may purchase the required insurance policies with deductibles which are reasonable in light of the contractor's financial condition; provided that any loss not covered due to the deductible will be paid by Contractor. Contractor shall also require its agents, contractors, licensees and others performing the obligations, or exercising the rights, of contractor under the Agreement to carry such property damage insurance. Such policy or policies shall cover the full insurable value of such tools and equipment.

15. Withholding Payment.

In the event the Contractor has failed to perform any substantial obligation to be performed by the Contractor under this Agreement and said failure has not been cured within the times set forth in this Agreement, then the City may, upon written notice, withhold all monies due and payable to Contractor, without penalty, until such failure to perform is cured or otherwise adjudicated.

16. Future Non-Allocation of Funds.

If sufficient funds are not appropriated or allocated for payment under this contract for any future fiscal period, the City will not be obligated to make payments for services or amounts incurred after the end of the current fiscal period. No penalty or expense shall accrue to the City in the event this provision applies.

17. Protection of Licensee Data.

Contractor warrants that the Contractor's installation, maintenance, and upgrade of any software provided hereunder shall not result in the use or disclosure by Contractor of any information concerning a patient/client obtained by the City in providing service in violation of any State laws, Federal laws, including, but not limited to, the federal Health Insurance Portability and Accountability Act of 1996 (HIPAA), and any federal regulations governing privacy,

including, but not limited to, 45 CFR Section 160-164, as well as other applicable federal and state statutes and regulations.

18. Contractor Commitments, Warranties and Representations.

Any written commitment received from the Contractor concerning this Agreement shall be binding upon the Contractor, unless otherwise specifically provided herein with reference to this paragraph. Failure of the Contractor to materially fulfill such a commitment shall result in a breach of this Contract.

19. Patent/Copyright Infringement.

Contractor will defend and indemnify the City from any claimed action, cause or demand brought against the City, to the extent such action is based on the claim that information supplied by the Contractor infringes any patent or copyright. The Contractor will pay those costs and damages attributable to any such claims that are finally awarded against the City in any action. Such defense and payments are conditioned upon the following:

- a. That Contractor shall be notified promptly in writing by City of any notice of such claim; and
- b. Vendor shall have the right, hereunder, at its option and expense, to obtain for the City the right to continue using the information, in the event such claim of infringement is made, provided no reduction in performance or loss results to the City.

20. Disputes.

20.1 General. Differences between the Contractor and the City, arising under and by virtue of the Contract Documents shall be brought to the attention of the City at the earliest possible time in order that such matters may be settled or other appropriate action promptly taken. Except for such objections as are made of record in the manner hereinafter specified and within the time limits stated, the records, orders, rulings, instructions and decisions of the Contracting Officer, shall be final and conclusive.

20.2 Notice of Potential Claims. The Contractor shall not be entitled to additional compensation which otherwise may be payable, or to extension of time for (1) any act or failure to act by the City, or (2) the happening of any event or occurrence, unless the Contractor has given the City a written Notice of Potential Claim within 10 days of the commencement of the act, failure, or event giving rise to the claim, and before final payment by the City. The written Notice of Potential Claim shall set forth the reasons for which the Contractor believes additional compensation or extension of time is due, the nature of the cost involved, and insofar as possible, the amount of the potential claim. Contractor shall keep full and complete daily records of the Work performed, labor and material used, and all costs and additional time claimed to be additional.

20.3 Detailed Claim. The Contractor shall not be entitled to claim any such additional compensation, or extension of time, unless within 30 days of the accomplishment of the portion of the work from which the claim arose, and before the final payment by the City, the Contractor has given the City a detailed written statement of each element of cost or other compensation requested and of all elements of additional time required, and copies of supporting documents evidencing the amount or the extension of time claimed to be due.

21. Ownership of Items Produced.

All writings, programs, data, public records or other materials prepared by the Contractor and/or its Contractors or subcontractors, in connection with the performance of this Agreement shall be the sole and absolute property of the City.

22. Conflict of Interest.

The Contractor agrees to promptly disclose any financial or economic interest in the Project property, or any property affected by the Project, existing prior to the execution of this Contract. Further, the Contractor agrees to promptly disclose any financial or economic interest with the Project property, or any property affected by the Project, if the Contractor gains such interest during the course of this Contract.

If the Contractor gains any financial or economic interest in the Project during the course of this Contract, this may be grounds for terminating this Contract at the sole discretion of the City.

The Contractor shall not engage the services on the Contract of any present or former City employee who was involved as a decision maker in the selection or approval processes, or who negotiated or approved billings or contract modifications for this Contract.

The Contractor agrees that it shall not perform services on this Project for the contractor, sub-contractor, or any supplier.

The Contractor shall not negotiate, contract, or make any agreement with the contractor, sub-contractor, or any supplier with regard to any of the work under this Project, or any services, equipment or facilities to be used on this Project.

This Agreement is subject to the cancellation provisions for conflicts of interest pursuant to A.R.S. §38-511.

23. Covenant Against Contingent Fees.

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

24. Indemnification.

To the fullest extent permitted by law, the Contractor shall defend, indemnify and hold harmless the City, its agents, officers, officials, and employees from and against all claims, damages, losses, and expenses (including but not limited to attorney's fees, court costs, and the costs of appellate proceedings), relating to, arising out of, or alleged to have resulted from the negligent acts, errors, mistakes or omissions in the work, services, or professional services of the Contractor, its agents, employees, or any other person (not the City) for whose negligent acts, errors, mistakes or omissions in the work, services, or professional services the Contractor may be legally liable in the performance of this Contract. Contractor's duty to defend, hold harmless and

indemnify the City, its agents, officers, officials, and employees from and against all claims, damages, losses, and expenses that are attributable to bodily injury, sickness, disease, death, or injury to, impairment, or destruction of any person or property, including loss or use resulting therefrom, caused by any negligent acts, errors, mistakes, omissions, work, services, or professional services in the performance of this Contract by Contractor or any employee of the Contractor, or any other person (not the City) for whose negligent acts, errors, mistakes, omissions, work, or services the Contractor may be legally liable. The amount and type of insurance coverage requirement set forth herein will in no way be construed as limiting the scope of the indemnity in this paragraph.

To the fullest extent permitted by law, the City agrees to indemnify and hold the Contractor harmless from any damage, liability or cost (including reasonable attorney's fees and costs of defense) to the extent caused by the City's negligent acts, errors or omissions and those of his or her contractors, subcontractors or consultants or anyone for whom the City is legally liable, and arising from the project that is the subject of this Agreement. The Contractor is not obligated to indemnify the City in any manner whatsoever for the City's own negligence.

25. Confidentiality.

The Contractor, its employees, subcontractors, and their employees shall maintain the confidentiality of all information provided by the City or acquired by the Contractor in performance of this Agreement, except upon the prior written consent of the City Attorney, or an order entered by a court after having acquired jurisdiction over the City. Contractor shall immediately give to the City notice of any judicial proceeding seeking disclosure of such information. Contractor shall indemnify and hold harmless the City, its officials, agents or employees from all loss or expense, including, but not limited to settlements, judgments, setoffs, attorneys' fees and costs resulting from Contractor's breach of this provision.

26. Public Disclosure.

In the event of a public records request to the City for the Licensed Program or Licensed Documentation, the City shall promptly provide a copy of such request to Contractor so that it has at least 7 days from Contractor's receipt of such request in which to seek an order restraining the City from disclosing the Licensed Program and Documentation pursuant to such public records request. If Contractor does not obtain a restraining order within such period of time, the City may disclose the Licensed Program and Licensed Documentation pursuant to such public request as the City deems appropriate to comply with Arizona's Public Records Laws.

27. Notice.

Except as set forth elsewhere in the Agreement, for all purposes under this Agreement, except service of process, notice shall be given by the Contractor to the department head of the department for whom services are rendered and to the City Attorney's Office. Notice may be given by delivery or by depositing in the U.S. Mail, first class, postage prepaid.

28. Severability.

If any term or condition of this contract or the application thereof to any person(s) or circumstance(s) is held invalid, such invalidity shall not affect other terms, conditions or applications which can be given effect without the invalid term, condition or application. To this end, the terms and conditions of this contract are declared severable.

29. Waiver.

Waiver of any breach or condition of this contract shall not be deemed a waiver of any prior or subsequent breach. No term or condition of this contract shall be held to be waived, modified or deleted except by an instrument, in writing, signed by the parties hereto.

30. Survival.

The provisions of paragraphs, 4, 6, 8, 10, 11, 12, 13, 14, 16, 17, 18, 19, 20, 21, 24, 25, 26, 27, 33 and 34 and the provisions of any non-collusion affidavit, shall survive, notwithstanding the termination or invalidity of this Agreement for any reason.

31. Discrimination.

Contractor **shall not** unlawfully discriminate against any employee, applicant for employment, recipient of services or programs, or applicant for services or programs, on the basis of race, creed, color, sex, age, marital status, national origin or the presence of any sensory, mental or physical handicap. Contractor shall comply with the Americans with Disabilities Act.

32. Entire Agreement.

This written contract represents the entire Agreement between the parties and supersedes any prior oral statements, discussions or understandings between the parties.

33. E-Verify.

To the extent applicable under ARIZ. REV. STAT. § 41-4401, the Contractor and its subcontractors warrant compliance with all federal immigration laws and regulations that relate to their employees and compliance with the E-verify requirements under ARIZ. REV. STAT. § 23-214(A). The Contractor's or subcontractor's breach of the above-mentioned warranty shall be deemed a material breach of the Agreement and may result in the termination of the Agreement by City. The Contractor agrees to insert language similar to this paragraph in all contracts in which they engage with subcontractors on this project to ensure that those subcontractors are meeting the requirements of the above-mentioned statutes. City retains the legal right to randomly inspect the papers and records of the Contractor and its subcontractors who work on the Agreement to ensure that the Contractor and its subcontractors are complying with the above-mentioned warranty. The Contractor and its subcontractors warrant to keep the papers and records open for random inspection during normal business hours by City. The Contractor and its subcontractors shall cooperate with City's random inspections including granting City entry rights onto its property to perform the random inspections and waiving their respective rights to keep such papers and records confidential.

34. Compliance with A.R.S. §35-391.06 and 35-393.06

Contractor, and his/her firm, certifies that it does not have, nor will it for the duration of this contract have, scrutinized business operations in Sudan or Iran as defined in A.R.S. § 35-391.06 and 35-393.06.

35. City Contact

The Contact for the City shall be _____.

SIGNED AND DATED this the _____ day of _____, 20_____.

CITY OF CASA GRANDE, an Arizona
municipal corporation.

By: _____

James V. Thompson,
City Manager

By: _____

Name,
Title

Attest:

Remilie S. Miller, City Clerk

Approved as to form:

Brett Wallace, City Attorney

State of _____)

) ss

County of _____)

Acknowledgment

On this _____ day of _____, _____, _____ personally appeared before the undersigned and acknowledged _____self to be the _____ of _____, being authorized so to do, executed the Agreement between _____ and the City (identified in City of Casa Grande records as C.G. Contract No. _____) in the capacity therein stated and for the purposes therein contained by signing his/her name.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal.

Notary Public

My commission expires: _____

APPENDIX “C”

REQUIRED FORMS

THESE FORMS MUST BE SIGNED AND RETURNED WITH SUBMITTAL

SUBMITTAL ACKNOWLEDGMENT

To the City of Casa Grande:

The undersigned hereby submits and agrees to furnish services in compliance with all terms, conditions, specifications and amendments in the Solicitation. Signature also certifies understanding and compliance with the City of Casa Grande's **Sample** Contract

COMPANY NAME: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE: _____ FAX: _____

CONTACT PERSON: _____ CONTACT EMAIL: _____

EMAIL for CONTACT PERSON: _____

AUTHORIZED COMPANY SIGNATURE AND TITLE:

Authorization for Release of Performance Information and Waiver

I, _____, the undersigned, on behalf of _____ (this company), being duly authorized to do so, do hereby consent and authorize all those companies and government entities listed in my Submittal to the City of Casa Grande, and any other government entity for whom this company has performed pre-construction and/or construction services, to disclose and release to the City of Casa Grande, or its representatives, information, records and opinions concerning this company's performance. The purpose of this disclosure is to provide references and background material to the City of Casa Grande. This company hereby waives any claim it may have against the City of Casa Grande or any company or entity providing information to the City of Casa Grande by reason of any information being disclosed or opinions provided regarding the actions or performance of this company.

This authorization shall be effective for one year, and a copy of this authorization shall be as valid and effective as the original.

Dated: _____

By: _____

Title: _____

SUBMITTAL CATEGORIES

Consultant/Firm Name: _____

Check Each Category/Task for which consideration is sought:

GENERAL CIVIL ENGINEERING

- General Civil Planning and Design Transportation Traffic
- Water/Wastewater Drainage / Stormwater Project Management
- CAD Drafting Cost Estimating

CONSTRUCTION ENGINEERING

- Contract administration Cost Estimating General Construction Observation and Inspection
- Special Inspections Construction Scheduling

STRUCTURAL ENGINEERING

- Planning Structural Inspection Assessment of Existing Structures
- Construction documents

ELECTRICAL AND/OR MECHANICAL ENGINEERING

- Planning Design and Construction documents Inspection Process Controls
- SCADA / PLC Programming CAD Drafting Telemetry Cost Estimating
- Traffic Signalization

ENVIRONMENTAL / GEOTECHNICAL ENGINEERING

- Planning Soil Borings Foundation Design Monitor Well Design/Oversight
- Wetland Delineation Hydrogeology Permitting Cultural and Archeological Evaluation
- Cost Estimating

SURVEY SERVICES

- Topographic Survey Construction Survey/Staking Title Review
- Maintenance of Datum/Control Network Preparation of Deeds / Easements
- GIS Mapping and Application Right of Way Appraisal, Negotiation

Consultant/Firm Name: _____

Check Each Category/Task for which consideration is sought:

MATERIALS TESTING

- General Materials Sampling and Testing Special Inspections
- Testing and Inspection of Welding Seismic Hydrostatic Testing
- Sewer Testing

ARCHITECTURAL SERVICES

- Feasibility Studies Historic Preservation Construction Plans Renovations
- Code Compliance Reviews

SANITATION / LANDFILL ENGINEERING

- Planning Construction Document Preparation Coordination with various AHJ
- Permitting Municipal Coordination Environmental Compliance Program
- Utility Coordination Construction Administration Construction Oversight

LANDSCAPE ARCHITECTURAL SERVICES

- Planning Feasibility Studies Construction Plans Renovations
- Utility Coordination Code Compliance Reviews

LOCAL TRANSIT ROUTE PLANNING SERVICES

- Planning Bus Stop/Shelter Design Cost Estimating Client Surveys