

REQUEST FOR COUNCIL ACTION

SUBJECT: 9000 South; 4800 West to 5300 West

SUMMARY: Approve a Local Government Contract (Project No. F-LC35(244) between the Utah Department of Transportation (UDOT), West Jordan City and Project Engineering Consultants, Ltd for construction engineering management services for the 9000 South: 4800 West to 5300 West project, in an amount not to exceed \$119,968.81.

FISCAL

IMPACT: The City is responsible for 6.77% funding for the total project, not to exceed \$230,556.00. The funding for this contract is part of that total.

STAFF RECOMMENDATION:

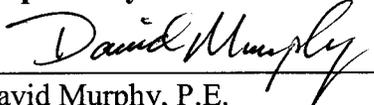
Staff recommends approval of the Local Government Contract (Project No. F-LC35(244) between the Utah Department of Transportation (UDOT), West Jordan City and Project Engineering Consultants, Ltd for construction engineering management services for the 9000 South: 4800 West to 5300 West project, in an amount not to exceed \$119,968.81.

MOTION RECOMMENDED:

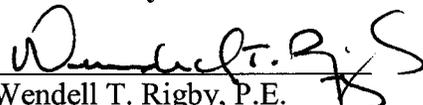
"I move to adopt Resolution No. 15-13 authorizing the Mayor to execute the Local Government Contract (Project No. F-LC35(244) between the Utah Department of Transportation (UDOT), West Jordan City and Project Engineering Consultants, Ltd for construction engineering management services for the 9000 South: 4800 West to 5300 West project, in an amount not to exceed \$119,968.81.

Roll Call vote required

Prepared by:


David Murphy, P.E.
CIP Manager

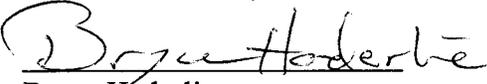
Reviewed by:


Wendell T. Rigby, P.E.
Director of Public Works

Reviewed as to Legal Sufficiency:


Jeffery Robinson
City Attorney

Recommended by:


Bryce Haderlie
Interim City Manager

BACKGROUND DISCUSSION:

The 9000 South; 4800 West to 5300 West construction project includes the removal and replacement of the entire roadway surface from 4800 West to 5300 West. It is a local government sponsored UDOT project that will be paid for primarily with federal funds. The project has been designed and is scheduled for construction in the spring of 2015.

As part of all UDOT contract and construction procedures, a construction management contract is required for all construction projects. This process is run by UDOT's consultant services and the consultants are selected from their pool after consultation with the City. Typically three firms from the pool are asked to submit letters with scope and fee attached. These are reviewed by UDOT staff, and a firm is selected.

PEC is a City approved firm for transportation design services, and they have performed the construction management role under two other UDOT –Local Government projects in the City recently; Airport Road and 7800 South and 8200 South Redwood Road. Staff recommends the selection of PEC for this construction management contract for the 9000 South 4800 West to 5300 West project.

Attachments:

- Resolution
- UDOT Local Government Contract

THE CITY OF WEST JORDAN, UTAH
A Municipal Corporation

RESOLUTION NO. 15-13

**A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE A LOCAL
GOVERNMENT CONTRACT BETWEEN THE UTAH DEPARTMENT OF
TRANSPORTATION, THE CITY OF WEST AND PROJECT
ENGINEERING CONSULTANTS, LTD
FOR THE 9000 SOUTH 4800 WEST TO 5300 WEST PROJECT**

Whereas, the City Council of the City of West Jordan has reviewed the attached Local Government Contract between the City of West Jordan, the Utah Department of Transportation (UDOT), and Project Engineering Consultants, Ltd (a copy of which is attached as **Exhibit A**) for the 9000 South 4800 West to 5300 West Project, in an amount not-to-exceed \$119,968.81; and

Whereas, the proposed Local Government Contract between the City of West Jordan, the UDOT and Project Engineering Consultants, Ltd, in an amount not-to-exceed \$119,968.81 has been reviewed; and

Whereas, the City Council of the City of West Jordan has determined that the attached Local Government Contract between the City of West Jordan, the UDOT and Project Engineering Consultants, Ltd for an amount not-to-exceed \$119,968.81 is acceptable for the 9000 South 4800 West to 5300 West project.

NOW, THEREFORE, IT IS RESOLVED BY THE CITY COUNCIL OF WEST JORDAN, UTAH:

Section 1. After approval as to legal form by the City Attorney, the Mayor is hereby authorized and directed to execute the Local Government Contract between the City of West Jordan, the UDOT and Project Engineering Consultants, Ltd. for the 9000 South 4800 West to 5300 West Project, in an amount not-to-exceed \$119,968.81.

Section 2. This Resolution shall take effect immediately.

Adopted by the City Council of West Jordan, Utah, this 28th day of January 2015.

Kim V. Rolfe
Mayor

ATTEST:

Melanie S. Briggs
City Recorder

RESOLUTION NO. 15-13

**A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE A LOCAL
GOVERNMENT CONTRACT BETWEEN THE UTAH DEPARTMENT OF
TRANSPORTATION, THE CITY OF WEST AND PROJECT
ENGINEERING CONSULTANTS, LTD
FOR THE 9000 SOUTH 4800 WEST TO 5300 WEST PROJECT**

Voting by the City Council	"AYE"	"NAY"
Jeff Haaga	_____	_____
Judy Hansen	_____	_____
Chris McConnehey	_____	_____
Chad Nichols	_____	_____
Ben Southworth	_____	_____
Justin D. Stoker	_____	_____
Mayor Kim V. Rolfe	_____	_____



DEPARTMENT OF TRANSPORTATION

CARLOS M. BRACERAS, P.E.
Executive Director

SHANE M. MARSHALL, P.E.
Deputy Director

State of Utah

GARY R. HERBERT
Governor

SPENCER J. COX
Lieutenant Governor

January 5, 2015

Mr Leo Florence
PROJECT ENGINEERING CONSULTANTS, LTD
986 WEST 9000 SOUTH
WEST JORDAN, UT 84088

Dear Mr Florence

Re: PIN No. **11989**
Project No. **F-LC35(244)**
PIN Description **9000 South; 4800 West to 5300 West**
Contract No. **New**

Enclosed are four copies of the Engineering Services Contract for the subject project. Please review the contract and if it is satisfactory, sign each title sheet where noted, obtain signatures from the Local Authorities, and return all four copies to my office for further processing. Please do not fill in the date at the top of the contract; however, please date each contract next to your signature.

UDOT Consultant Services

(USPS delivery)
Box 148490
Salt Lake City, Utah 84114-8490

SIGN AND
RETURN TO UDOT
ATTN: DEVON TONKS

(Overnight delivery)
4501 South 2700 West
Taylorsville, Utah 84129

If you have any questions, please contact Devon Tonks Udot at (801) 965-4184 or dtonks@utah.gov.

Sincerely,


Gaye Hettrick
Consultant Services Manager

Enclosures (4)

cc: Devon Tonks , Contract Administrator, w/att.
File Copy, w/att.



LOCAL GOVERNMENT CONTRACT

STATE OF UTAH
LOCAL GOVERNMENT
ENGINEERING SERVICES
2013-2016 LG POOL (DIRECT SELECT)
COST PLUS FIXED FEE

CONTRACT NO. _____
EFFECTIVE DATE _____
TRACKING NO. _____

Project No.: F-LC35(244)
PIN Description: 9000 South; 4800 West to 5300 West
FINET Prog No.: 5409413C
PIN No.: 11989
Work Discipline: Construction Engineering Management

1. **CONTRACTING PARTIES:** This contract is between West Jordan City, referred to as LOCAL AUTHORITY and

Project Engineering Consultants, Ltd
986 West 9000 South
West Jordan, UT 84088

Legal Status of Consultant: For Profit Corporation
Fed ID No.: 86-0466210

referred to as CONSULTANT, and approved by the Utah Department of Transportation, referred to as DEPARTMENT.

2. **REASON FOR CONTRACT:** The LOCAL AUTHORITY does not have sufficient qualified staff to complete the work required in the suggested time frame and the CONSULTANT is professionally qualified and willing to assist the LOCAL AUTHORITY with Construction Engineering Management services as further described in Attachment C.

3. **PROJECT/CONTRACT PERIOD:** The project/contract will terminate November 25, 2015, unless otherwise extended or canceled in accordance with the terms and conditions of this contract.

4. **CONTRACT COSTS:** The CONSULTANT will be paid a maximum of \$119,968.81 for costs authorized by this Contract as further described in Attachment D.

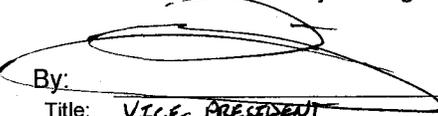
5. **ATTACHMENTS INCLUDED AS PART OF THIS CONTRACT:**

- Attachment A – Certification of Consultant and Local Authority
- Attachment B – Standard Terms and Conditions
- Attachment C – Services Provided by the Consultant
- Attachment D – Fees
- Attachment E – Insurance

The parties below hereto agree to abide by all the provisions of this contract. IN WITNESS WHEREOF, the parties sign and cause this contract to be executed.

CONSULTANT - Project Engineering Consultants, Ltd

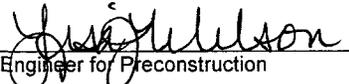
LOCAL AUTHORITY - West Jordan City

By:  _____
Title: VICE PRESIDENT
Printed Name: LEO FLORENCIA
Date: 1/7/2015

By: _____
Title: _____
Printed Name: _____
Date: _____

UTAH DEPARTMENT OF TRANSPORTATION

DEPARTMENT Comptroller's Office

By:  _____
Title: Engineer for Preconstruction
Date: 1-6-15

By: _____
Title: Contract Administrator
Date: _____

CERTIFICATION OF CONSULTANT

By signing this contract on behalf of the CONSULTANT, I hereby certify I am a duly authorized representative of Project Engineering Consultants, Ltd and that neither I nor the above CONSULTANT I hereby represent has:

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

I acknowledge that this certificate is to be furnished to the Utah Department of Transportation and the Federal Highway Administration in connection with this contract involving participation of Federal-aid Highway Funds, and is subject to applicable State and Federal laws, both criminal and civil.

CERTIFICATION OF LOCAL AUTHORITY

By signing this contract on behalf of the LOCAL AUTHORITY, I hereby certify I am the duly authorized representative of West Jordan City and that the above CONSULTANT or its representative has not been required, directly or indirectly as an express or implied condition in connection with obtaining or carrying out this contract, to:

- (a) employ or retain, or agree to employ or retain, any firm or person, or
- (b) pay, or agree to pay, to any firm, person, or organization, any fee, contribution, donation, or consideration of any kind; except as hereby expressly stated (if any):

I acknowledge that this certificate is subject to applicable State and Federal laws, both criminal and civil.

**LOCAL GOVERNMENT
ENGINEERING SERVICES CONTRACT
STANDARD TERMS AND CONDITIONS**

1. **AUTHORITY:** Provisions of this contract are pursuant to the authority set forth in Sections 27-12-21, 107 and 108; and 63-56 U.C.A. 1953, as amended, and the Utah State Procurement Regulations, which authorizes the LOCAL AUTHORITY and/or the DEPARTMENT to make purchases in accordance with said laws and regulations.
2. **CONTRACT JURISDICTION AND COMPLIANCE WITH LAWS:** The provisions of this contract shall be governed by the laws of the State of Utah. Also, the CONSULTANT and those engaged by the CONSULTANT shall comply with all Federal, State and local laws, regulations and other legally binding requirements that pertain to the services provided under this contract. Proof of the CONSULTANT'S compliance with licensing requirements shall be furnished to the LOCAL AUTHORITY and/or the DEPARTMENT upon request.
3. **RECORDS ADMINISTRATION:** The CONSULTANT shall maintain all books, papers, documents, accounting records and other evidence to support costs billed for under this contract. These records shall be retained by the CONSULTANT for a period of at least four (4) years after the contract terminates, or until all audits initiated within the four years have been completed, whichever is later. These records shall be made available at all reasonable times during the four year period for audit and inspection by the LOCAL AUTHORITY and/or the DEPARTMENT and other authorized State and Federal auditors. The CONSULTANT'S records supporting the cost proposal shall also be retained and made available for review by authorized Federal or State staff. Copies of requested records shall be furnished to the LOCAL AUTHORITY and/or the DEPARTMENT upon request.
4. **CONFLICT OF INTEREST:** The CONSULTANT certifies that none of its officers or employees are officers or employees of the State of Utah unless disclosure has been made in accordance with Section 67-16-8, U.C.A. 1953, as amended. The CONSULTANT certifies that no engineer, attorney, appraiser, inspector, surveyor or survey crew, or other person performing services for the CONSULTANT has, directly or indirectly, a financial or other personal interest, other than his employment or retention by the LOCAL AUTHORITY and/or the DEPARTMENT, in any contract or subcontract in connection with this project (Reference 23 CFR § 1.33). An example of this situation would be the CONSULTANT subcontracts with the Contractor to perform survey work while contracted by the LOCAL AUTHORITY and/or the DEPARTMENT to perform construction engineering management services for the same project.

The CONSULTANT further warrants that it has no financial or other interest in the outcome of the work performed under the contract. Examples of this situation would be a Consultant who owns land, options to buy land, or some business enterprise that would be financially enhanced or diminished by any project alternatives.
5. **EMPLOYMENT OF DEPARTMENT EMPLOYEES:** The CONSULTANT agrees not to engage in any way the services on this contract of any present or former Utah Department of Transportation employee who was involved as a decision maker in the selection or approval processes or who negotiated and/or approved billings or contract modification for this contract.
6. **CONSULTANT, AN INDEPENDENT CONTRACTOR:** The CONSULTANT shall be an independent contractor, and as such, shall have no authority, express or implied to bind the LOCAL AUTHORITY and/or the DEPARTMENT to any agreement, settlement, liability, or understanding whatsoever; and agrees not to perform any acts as agent for the LOCAL AUTHORITY, except as specifically authorized and set forth herein. Persons employed by the LOCAL AUTHORITY and acting under the direction of the LOCAL AUTHORITY shall not be deemed to be employees or agents of the CONSULTANT. Compensation provided to the CONSULTANT herein shall be the total compensation payable hereunder by the LOCAL AUTHORITY.
7. **INDEMNITY - LIABILITY:** The CONSULTANT shall hold harmless and indemnify the DEPARTMENT and the LOCAL AUTHORITY, their officers, agents and employees from and against any and all claims, suits and cost, including attorneys fees, for injury or damage of any kind to the extent arising out of the

negligent acts, wrongful acts, errors, or omissions of the CONSULTANT, or its subconsultants when acting within the scope of their subcontract, or their respective agents, employees or representatives.

The CONSULTANT is an independent contractor contracted with the LOCAL AUTHORITY and approved by the DEPARTMENT. Any periodic plan and specification review or construction inspection performed by the LOCAL AUTHORITY or DEPARTMENT arising out of the performance of the contract, does not relieve the CONSULTANT of its duty in the performance of the contract, or ensure compliance with customary standard of professional care.

8. **SEPARABILITY:** The declaration by any court, or other binding legal source, that any provision of this contract is illegal and void and shall not affect the legality and enforceability of any other provision of this contract, unless said provisions are mutually dependent.
9. **LIABILITY INSURANCE:** Services to be provided by the CONSULTANT under this contract are required to be covered by insurance. The CONSULTANT shall furnish the LOCAL AUTHORITY and the DEPARTMENT a Certificate of Insurance applying to this contract for each type of insurance required, to be approved by the DEPARTMENT and the LOCAL AUTHORITY, before the CONSULTANT begins work under this contract. The CONSULTANT'S insurer must be authorized to do business in Utah and must meet the specified A.M. Best rating or better at the time this contract is executed. The following insurance shall be maintained in force until all activities which are required by this contract or as changed by contract modification are completed and accepted by the LOCAL AUTHORITY and the DEPARTMENT:

- (a) General Liability and Automobile Liability insurance with a limit of not less than \$1,000,000 per occurrence and not less than \$2,000,000 aggregate and having an A.M. Best rating of A-class VIII or better. The limit if different for this contract will be as designated in Attachment C to this contract. If this coverage is written on a claims-made basis, the Certificate of Insurance shall so indicate.

The CONSULTANT represents that as long as commercially available the insurance shall remain in effect such that claims reported up to three (3) years beyond the date of substantial completion of this contract are covered.

- (b) Architect and/or Engineers Professional Liability (errors and omissions) insurance having an A.M. Best rating of A-class VIII or better, is required at the coverage amount of \$1,000,000 per claim and \$2,000,000 aggregate. If this coverage is written on a claims-made basis, the Certificate of Insurance shall so indicate. The CONSULTANT represents that as long as commercially available the insurance shall remain in effect such that claims reported up to three (3) years beyond the date of substantial completion of this contract are covered (on construction contracts or modifications for construction management the insurance, shall remain in effect for one (1) year after completion of the project).
- (c) Valuable Papers & Records Coverage and/or Electronic Data Processing (Data and Media) Coverage for the physical loss or destruction of the work product including drawings, plans, specifications and electronic data and media. Such insurance shall be of a sufficient limit to protect the CONSULTANT, its sub-consultants, the LOCAL AUTHORITY, and the DEPARTMENT from the loss of said information.
- (d) Aircraft Liability in the amount of \$1,000,000 per occurrence if aircraft are utilized in connection with this contract.
- (e) The CONSULTANT shall provide evidence that his employees and sub-consultant employees are covered by Workers Compensation. If they are covered by Workers Compensation Fund of Utah, then the A.M. Best rating is not required in this area.
- (f) The CONSULTANT shall require the insurance company that issues the Certificates of Insurance for the evidence of the required insurance coverage to endeavor to provide the DEPARTMENT and the LOCAL AUTHORITY with 30 days written notice in the event that coverage is canceled before the policy expiration date stated in the Certificate. The CONSULTANT further agrees to

provide the DEPARTMENT and the LOCAL AUTHORITY with 30 days written notice prior to making an alternation or material change to the required insurance coverage.

Policies referred to in 9(a) and 9(d) above are required to be endorsed naming the LOCAL AUTHORITY, UDOT, and the State of Utah as Additional Insureds and, on General Liability and Aircraft Liability, indicate they are primary and not contributing coverage. All required policies, endorsements, insurance companies issuing same, and self insured programs are subject to review and approval by the State of Utah, Risk Manager.

- 10. HEALTH INSURANCE:** The CONSULTANT agrees that if the CONSULTANT has an initial contract of 1.5 million dollars or more, or the contract and modifications are anticipated in good faith to exceed 1.5 million dollars, or the CONSULTANT has a subcontract at any tier that involves a sub-consultant that has an initial subcontract of \$750,000 or more, and/or the CONSULTANT has a subcontract at any tier that is anticipated in good faith to exceed \$750,000; hereby certifies the following.

The CONSULTANT and all applicable sub-consultants have and will maintain an offer of qualified health insurance coverage for their employees, as defined in UCA Section 34A-2-104 for the employees who live and/or work within the State of Utah, along with their dependents, during the duration of the contract. Employee, for purposes of these requirements, shall be no broader than the use of the term employee for purposes of State of Utah Workers' Compensation requirements.

The Executive Director or designee shall have the right to request a recertification by the CONSULTANT by submitting a written request to the CONSULTANT, and the CONSULTANT shall so comply with the written request within ten (10) working days of receipt of the written request; however, in no case may the CONSULTANT be required to demonstrate such compliance more than twice in any 12-month period. The CONSULTANT and all applicable sub-consultants will be subject to all applicable penalties. The CONSULTANT will provide these same requirements in all applicable subcontracts at every tier.

- 11. PROGRESS:** The CONSULTANT shall begin the work required by this contract within one week following official notification by the DEPARTMENT to proceed. The CONSULTANT shall prosecute the work diligently and to the satisfaction of the LOCAL AUTHORITY and the DEPARTMENT. If Federal Funds are used on this contract the work will be subject to periodic review by the Federal Highway Administration.

The CONSULTANT will prepare monthly progress reports following the format established by the LOCAL AUTHORITY and the DEPARTMENT in sufficient detail to document the progress of the work and support the monthly claim for payment. Payments will not be made without a supporting progress report. In addition, the CONSULTANT will update the DEPARTMENT'S "electronic Program Management" (ePM) system bi-weekly to reflect the status of the project.

Progress conferences will be held periodically. The CONSULTANT will prepare and present written information and studies to the LOCAL AUTHORITY and the DEPARTMENT so it may evaluate the features and progress of the work. Any one of the three parties may request a conference; to be held at the office of any, or at a place designated by the LOCAL AUTHORITY or the DEPARTMENT. The conferences shall also include inspection of the CONSULTANT'S services and work products when requested by the LOCAL AUTHORITY or the DEPARTMENT.

The CONSULTANT will be required to perform such additional work as may be necessary to correct errors caused by the CONSULTANT in the work required under the contract without undue delays and without additional cost to the LOCAL AUTHORITY and the DEPARTMENT.

At any time the CONSULTANT determines the contract work cannot be completed within the specified time or budget, the LOCAL AUTHORITY and the DEPARTMENT shall be immediately notified in writing. The LOCAL AUTHORITY and the DEPARTMENT may, at their sole discretion, extend the contract by written modification.

The LOCAL AUTHORITY or the DEPARTMENT may terminate this contract in accordance with termination provisions of this contract including failure of the CONSULTANT to make satisfactory progress of the contract work.

Should the LOCAL AUTHORITY or the DEPARTMENT desire to suspend the work, but not terminate the contract, this will be done by verbal notification followed by written confirmation from the LOCAL AUTHORITY or the DEPARTMENT. The work may be reinstated upon 30 days advance written notice from the LOCAL AUTHORITY or the DEPARTMENT.

Unless extended or terminated in writing, this contract will terminate on the expiration date, or at the end of the specified calendar days.

12. **REVIEW AND INSPECTION OF WORK:** It is expressly understood and agreed that authorized representatives of the LOCAL AUTHORITY, DEPARTMENT and, when Federal Funds are used, the Federal Highway Administration shall have the right to review and inspect the work in process, and the CONSULTANT'S facilities, at any time during normal business hours or by appointment.
13. **NON DISCRIMINATION PROVISIONS:** The CONSULTANT agrees to abide by the provisions of the Utah Anti-discrimination Act, Title 34 Chapter 35 U.C.A. 1953, as amended, and Title VI and Title VII of the Civil Rights Act of 1964 (42 USC 2000e), which prohibits discrimination against any employee or applicant for employment, or any applicant or recipient of services, on the basis of race, religion, color, or national origin; and further agrees to abide by Executive Order No. 11246 entitled "Equal Employment Opportunity," as amended by Executive order 11375 and as supplemented in Department of Labor Regulations (41CFR Part 60), which prohibits discrimination on the basis of age; and Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap. The CONSULTANT agrees to abide by Utah's Executive Order, dated June 30, 1989, which prohibits sexual harassment in the work place. Sections 49 CFR 21 through Appendix H and 23 CFR 710.405(b) are applicable by reference in all contracts and subcontracts financed in whole or in part with Federal-aid highway funds. The CONSULTANT further agrees to furnish reports to the LOCAL AUTHORITY and/or the DEPARTMENT upon request for the purpose of determining compliance with these statutes identified in this section. The CONSULTANT shall comply with the Americans With Disabilities Act (ADA).

The CONSULTANT shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The CONSULTANT shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of federal-aid contracts. Failure by the CONSULTANT to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the DEPARTMENT deems appropriate. During the performance of this contract, the CONSULTANT, for itself, its assignees and successors in interest agrees as follows:

- (a) **Compliance with Regulations:** The CONSULTANT shall comply with the Regulation relative to nondiscrimination in federally-assisted programs of the 49 CFR Part 21, and the 23 CFR Part 200 as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.
- (b) **Nondiscrimination:** The CONSULTANT, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, national origin, sex, age, disability/handicap, and low income status in the selection and retention of subconsultants, including procurements of materials and leases of equipment. The CONSULTANT shall not participate either directly or indirectly in the discrimination prohibited by 49 CFR § 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
- (c) **Solicitations for Subconsultants, Including Procurements of Materials and Equipment:** In all solicitations either by competitive bidding or negotiation made by the CONSULTANT for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subconsultant or supplier shall be notified by the CONSULTANT of the CONSULTANT's obligations under this contract and the Regulations relative to nondiscrimination on the grounds of race, color, national origin, sex, age, disability/handicap, and low income status.
- (d) **Information and Reports:** The CONSULTANT shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the DEPARTMENT to be pertinent to ascertain compliance with such Regulations, orders and

instructions. Where any information required of a CONSULTANT is in the exclusive possession of another who fails or refuses to furnish this information the CONSULTANT shall so certify to the DEPARTMENT, and shall set forth what efforts it has made to obtain the information.

- (e) **Sanctions for Noncompliance:** In the event of the CONSULTANT's noncompliance with the nondiscrimination provisions of this contract, the DEPARTMENT shall impose such contract sanctions as it may determine to be appropriate, including, but not limited to:
- (1) withholding of payments to the CONSULTANT under the contract until the CONSULTANT complies, and/or
 - (2) cancellation, termination or suspension of the contract, in whole or in part.
- (f) **Incorporation of Provisions:** The CONSULTANT shall include the provisions of paragraphs (a) through (f) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto.

The CONSULTANT shall take such action with respect to any subcontract or procurement as the DEPARTMENT may direct as a means of enforcing such provisions including sanctions for non-compliance: Provided, however, in the event a CONSULTANT becomes involved in, or is threatened with, litigation with a subconsultant or supplier as a result of such direction, the CONSULTANT may request the DEPARTMENT to enter into such litigation to protect the interests of the DEPARTMENT, and, in addition, the CONSULTANT may request the United States to enter into such litigation to protect the interests of the United States. *(Provision revised July 29, 2013.)*

14. CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY

MATTERS: The CONSULTANT agrees to abide by the requirements of 49 CFR Part 29. By signing this contract the CONSULTANT certifies that to the best of their knowledge and belief that it or its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) Have not within a three-year period preceding this proposal been convicted of or had civil judgment against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or Local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or Local) with commission of any of the offenses enumerated in subparagraph 14(b) of this certification; and
- (d) Have not within a three-year period preceding this contract had one or more public transactions (Federal, State, or Local) terminated for cause or default.

Where the CONSULTANT is unable to certify to any of the statements in this certification, the CONSULTANT shall attach an explanation to this contract. Exceptions will not necessarily result in denial of award, but will be considered in determining CONSULTANT'S responsibility. Any exceptions noted shall identify to whom it applies, the initiating agency, and dates of the action. Providing false information may result in criminal prosecution or administrative sanctions.

15. CERTIFICATION OF COMPLIANCE ON LOBBYING RESTRICTIONS: The CONSULTANT agrees to conform with the lobbying restrictions established by Section 319 of Public Law 101-121 (Department of the Interior and Related Agencies Appropriations Act for Fiscal Year 1990) for contracts exceeding \$100,000 in Federal Funds. The CONSULTANT certifies, by signing this contract, to the best of their knowledge and belief, that:

- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any

Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

- (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The CONSULTANT also agrees by signing this contract that they shall require that the language of this certification be included in all lower tier subcontracts, which exceed \$100,000 and that all such sub-recipients shall certify and disclose accordingly.

16. **CERTIFICATION OF COMPLIANCE ON DRUG AND ALCOHOL TESTING:** The CONSULTANT hereby certifies by executing this Contract, that the CONSULTANT shall comply with all applicable provisions of Rule 916-6 Drug and Alcohol Testing in State Construction Contracts and UCA Section 63G-6-604 throughout the term of this Contract. The CONSULTANT shall provide this requirement in its contracts with subconsultants.
17. **CONSULTANT COST CERTIFICATION:** The CONSULTANT hereby certifies by executing this Contract, that the CONSULTANT has previously submitted a CONSULTANT certification of final indirect costs in accordance with the Federal Acquisition Regulations (FAR) cost principles as described in the FHWA Order 4470.1A and in the DEPARTMENT Financial Screening Application.
18. **OWNERSHIP OF DOCUMENTS:** All tracings, plans, manuscripts, specifications, data, maps, etc., prepared or obtained by the CONSULTANT, as a result of working on this contract, shall be delivered to and become the property of the LOCAL AUTHORITY. All documents and data pertaining to work required by this contract shall be the property of the LOCAL AUTHORITY and shall be delivered to the LOCAL AUTHORITY within 10 working days after termination of the contract, regardless of the reason for termination; and without restriction or limitation on their further use. Costs of all the above items shall be considered as included in the basic contract compensation for the work as described in ATTACHMENT C.

The CONSULTANT shall not be responsible for another party's application of information contained in the contract documents to other projects, or for uses other than that for which the information was intended. Should patentable discoveries or inventions result from work required by this contract, all rights to them shall be the sole property of the CONSULTANT. Except, the CONSULTANT agrees to grant to the United States Government and the State of Utah a non exclusive, non transferable, paid up, license to use the discovery or invention. The CONSULTANT is permitted to copyright reports and other contract products provided that the LOCAL AUTHORITY, the DEPARTMENT and the Federal Highway Administration have a royalty free, non exclusive, irrevocable right to reproduce, publish, or otherwise use and authorize others to use for governmental purposes.

19. **ASSIGNMENT AND SUBCONTRACTING:** The CONSULTANT shall not subcontract any of the work required by this contract, or assign monies to be paid to the CONSULTANT hereunder, without the prior written approval of the LOCAL AUTHORITY and/or the DEPARTMENT. The amount billed to the DEPARTMENT for subcontractor costs shall be the same amount the CONSULTANT actually pays subcontractor for services required by this contract. All payments made by the CONSULTANT to the subcontractor for services required by this contract shall be subject to audit by the LOCAL AUTHORITY and/or the DEPARTMENT. All subcontracts must include all the same terms and conditions and provisions included in this contract. However, the prime CONSULTANT is responsible for ensuring that all work performed by sub-consultants is insured under their insurance policy, or they require that the sub-consultants meet the insurance provisions required under this contract.

The CONSULTANT must perform work valued at not less than 60% of the total contract amount, excluding specialized services, with its own staff. Specialized services are those services or items that are not usually furnished by a consultant performing the particular type of service contained in this contract.

20. **PERSONNEL/STAFFING PLAN:** Any change in personnel from that specifically identified in Attachment C of this contract, must be approved by the DEPARTMENT through a modification to this contract or a Contract Management System (CMS) Alternative Staff Transaction prior to any work being performed by new personnel. Invoices submitted for payment with unauthorized personnel will not be paid. *(Provision revised July 29, 2013.)*
21. **DISPUTES:** Claims for services, materials, or damages not clearly authorized by the contract, or not ordered by the LOCAL AUTHORITY and the DEPARTMENT by prior written authorization, will not be paid. The CONSULTANT shall notify the LOCAL AUTHORITY and the DEPARTMENT in writing, and wait for written approval, before it begins work not previously authorized. If such notification and approval is not given or the claim is not properly documented, the CONSULTANT shall not be paid the extra compensation. Proper documentation alone shall not prove the validity of the claim. The parties agree to use arbitration or mediation after exhausting applicable administrative reviews to resolve disputes arising out of this contract where the sole relief sought is monetary damages \$100,000 or less, exclusive of interest and costs.
22. **CLAIMS - DELAYS AND EXTENSIONS:** The CONSULTANT agrees to proceed with the work previously authorized by the contract, or in writing, continually and diligently, and will make no charges or claims for extra compensation for delays or hindrances within its control during the progress of this contract. The LOCAL AUTHORITY and the DEPARTMENT may allow an extension of time for the contract, for a reasonable period as agreed by the parties, should a delay or hindrance occur. The LOCAL AUTHORITY and/or the DEPARTMENT shall not waive any of its rights under the contract by permitting the CONSULTANT to proceed with the contract after the established completion date.
23. **CONSULTANT'S ENDORSEMENT ON PLANS, ETC.:** The CONSULTANT (if a firm, the responsible principal) is required to endorse and affix its seal to plans, reports, and engineering data furnished to the LOCAL AUTHORITY and/or the DEPARTMENT under this contract.
24. **CONTRACT MODIFICATIONS:** This contract may be amended, modified, or supplemented, as it is mutually agreed to by the parties by written contract modification, executed by the parties hereto and attached to the original signed contract. If there is Federal funding as part of the revenue for this contract, the Federal Highway Administration must approve all changes.

Claims for services furnished by CONSULTANT, not specifically authorized by this contract or by appropriate modification, shall not be paid by the LOCAL AUTHORITY or the DEPARTMENT. When a contract modification has been agreed to by the parties no claim for the extra work done or material furnished shall be made by the CONSULTANT until the written modification has been fully executed. Any verbal agreements not confirmed in writing are non-binding.

25. **TERMINATION:** This contract may be terminated as follows:
- (a) Mutual agreement of the parties; in writing and signed by the parties.
 - (b) By either party for failure of the other party to fulfill its obligations, as set forth with the provisions of this contract and in particular with Attachment C, "Services Provided by the CONSULTANT" or Section 40, "Duties of the DEPARTMENT". Reasonable allowances will be made for circumstances beyond the control of the CONSULTANT and the LOCAL AUTHORITY or the DEPARTMENT. Written notice of intent to terminate is required and shall specify the reasons supporting termination.
 - (c) By the LOCAL AUTHORITY or the DEPARTMENT for the convenience of the State or the LOCAL AUTHORITY upon written notice to the CONSULTANT.
 - (d) Upon satisfactory completion of required contract services.

On termination of this contract all accounts and payments will be processed in accordance with contract terms. An appraisal of the value of work performed to the date of termination shall be made to establish the amount due to or from the CONSULTANT. If the contract fee type is Cost-Plus-Fixed-Fee-With-Fixed-Total-Additive-Rate and the contract is terminated for reasons other than (d), the final fixed fee amount will be paid in proportion to the percentage of work completed as reflected by the periodic invoices as of the date of termination of the contract. Upon determining the final amount due the CONSULTANT, or to be reimbursed by the CONSULTANT, in the manner stated above, the final payment will be processed in order to close out the contract.

26. **DESIGN/CONSTRUCTION:** The CONSULTANT will utilize all current DEPARTMENT standards and be responsible for the professional quality, technical accuracy, and the coordination of all designs, drawings, specifications, and other services furnished by the CONSULTANT under this contract. The CONSULTANT will, without additional compensation, correct or revise any errors or omissions in its design, drawings, specifications and other services. This contract may remain open for modifications for any unforeseen work that may be deemed necessary by the DEPARTMENT going into the construction phase to accommodate future work by the prime CONSULTANT or sub-consultant. CONSULTANT will perform the services in accordance with the customary standard of professional care.
27. **ELECTRONIC PLAN ROOM DOCUMENTATION:** All consultants will be expected to adhere to the current DEPARTMENT development standards on the web site. It is the CONSULTANTS responsibility to provide all plans, specifications, surveys, and associated data in the DEPARTMENT acceptable electronic formats on one or more CD's. All project data will be organized in the DEPARTMENT'S project directory structure as specified in the DEPARTMENT'S current CADD Standards. It is the CONSULTANT'S responsibility to be aware of all DEPARTMENT requirements and formats. The DEPARTMENT CADD standards are available at the Engineering Technology Services (ETS) sub-page of the DEPARTMENT website www.udot.utah.gov/ets.

Computer Aided Drafting and Design acceptable formats are as follows:

- (a) Drafting: MicroStation Design format (.dgn) by Bentley Systems Inc., version 8.5 or higher.
- (b) Civil Design: InRoads by Bentley Systems Inc. version 8.8 or higher acceptable formats are as follows: Geometry files (.alg), Surface or digital terrain models (.dtm), Template libraries (.itl), and Roadway Designer files (.ird).
- (c) Survey and Photogrammetry: InRoads Survey format (.fwd) by Bentley Systems Inc. version 8.8 or higher. Raw survey files will be in ASCII format, (point number, Northing, Easting, Elevation and code). Survey points will be coded using the DEPARTMENT feature codes located in the DEPARTMENT preference file (.xin) and Raster Images (aerial photos) will be in MicroStation compatible formats. Design and Survey work will adhere to the DEPARTMENT CADD Standards and "Mapping & Aerial Photogrammetry" Guide.
- (d) Plotting: In order for the project to be published into the DEPARTMENT Electronic Plan Room (EPR) system, the CONSULTANT will prepare a file to direct the DEPARTMENT's plotting software, InterPlot, by Bentley Systems Inc. to produce the correct output. This is the InterPlot Organizer's plot-set file (filename.ips). This file contains specifications for each sheet in the plan set and controls the order and name of each sheet as they will appear in the EPR system. Instructions for preparing this file can be found at the DEPARTMENT Engineering Technology Services (ETS) website as stated above.
- (e) Responsibility: Region Designers/Consultants, Action - When submitting electronic files for advertising, Region or consultant designers must deliver to the DEPARTMENT the design files on CD's in the established project directory structure. The following files must be included in the submittal: 1) Major design files, including roadway design, structure, striping, signing, signals, and profiles (Microstation format), 2) Existing topography and existing utilities (Microstation format), 3) Existing and proposed surfaces (dtm format), 4) InRoads alignments (alg), templates (itl), roadway designer files (ird) and preference files (xin), 5) Configuration and resource files including font and linestyle resource files.

- (f) Placement: Action – Project data must be delivered to the DEPARTMENT on CD's in the established project directory structure.

The CONSULTANT will be responsible for the accuracy of the translated data.

Technical and Standards support will be provided to the CONSULTANT through the Engineering Technology Services Group of the Project Development Division at UDOT.

- 28. **REQUIREMENTS FOR COMPUTER ELEMENTS:** Hardware, firmware and/or software elements that the CONSULTANT procures, furnishes, licenses, sells, integrates, creates and/or enhances for the LOCAL AUTHORITY and the DEPARTMENT under this contract shall achieve the specific objectives specified in the work plan. These elements shall be free of defects, or "bugs," that would prevent them from achieving the objectives specified in the work plan.

Computer software and applications created and/or enhanced under this contract shall include as deliverables; user instructions, program documentation, program listings, source code and executables in specified compiled formatted files. The program documentation shall include flow charts and detailed treatment of decision algorithms and their technical basis. Appropriate LOCAL AUTHORITY individuals will review "user instructions" and "program documentation" for acceptability. Formal sign-offs will record such events and be part of the project repository. Software development and operating system platforms shall be approved by the LOCAL AUTHORITY and the DEPARTMENT and specified in the work plan. Changes to these platforms shall only be allowed by written authorization by the LOCAL AUTHORITY and the DEPARTMENT.

- 29. **COST PRINCIPLES:** Regardless of the funding source, the costs allowable for reimbursement will be governed by the Federal Acquisition Regulations, Title 48, Part 31, as modified by Utah State law, administrative rules, and regulations on contract provisions.
- 30. **RIGHT OF WAY SUBMITTAL REQUIREMENTS:** Submission of right of way acquisition packages are required to follow the *UDOT Right of Way ProjectWise Naming Convention and Attributing Guide*, as amended, which is incorporated herein by this reference. The Guide may be found on the UDOT website www.udot.utah.gov/go/rowprojectwiseguide. (*Provision revised September 30, 2013.*)
- 31. **GOVERNMENT RECORDS AND ACCESS MANAGEMENT ACT:** Pursuant to the Government Records Access and Management Act, Title 63G, Chapter 2, Utah Code Annotated, the CONSULTANT understands that if it believes that any records it submits to the DEPARTMENT and/or LOCAL AUTHORITY should be considered confidential for business purposes under Utah Code Ann. §63G-2-309, it must attach written notice of that opinion to the record when it first submits it. The CONSULTANT understands that the DEPARTMENT and/or LOCAL AUTHORITY will not treat any such record as confidential under Section 63G-2-309 absent such written notification. Additionally, the CONSULTANT agrees that neither the State of Utah, the DEPARTMENT and/or LOCAL AUTHORITY, nor any of their agents or employees are responsible for disclosure of any record that the CONSULTANT considers confidential if either the State Records Committee or a court orders it released.
- 32. **WORK ACCEPTANCE:**
 - (a) All work performed under this contract shall be performed in accordance with Standards, Specifications, Manuals of Instruction, Policies and Procedures established by the DEPARTMENT. All work shall be subject to the approval of the LOCAL AUTHORITY and the DEPARTMENT through its designated representatives. When the work is Federally funded, the LOCAL AUTHORITY and the DEPARTMENT will coordinate with the Federal Highway Administration (FHWA) to obtain concurrence in the work.
 - (b) Reviews and Quality Assurance: All contracts require a quality control / quality assurance plan and checklist. For design projects specifically, the CONSULTANT shall provide a project specific QC/QA plan that meets or exceeds the DEPARTMENT'S standard QC/QA plan located on the DEPARTMENT web page at www.udot.utah.gov/go/qcqa which is hereby incorporated by reference into this contract. If the CONSULTANT elects to use its own QC/QA plan, that plan shall, as a minimum, contain the requirements of the DEPARTMENT'S plan and be approved by

the DEPARTMENT'S Project Manager. The CONSULTANT will meet all document retention requirements and schedules. *(Provision revised February 12, 2014.)*

- 33. GENERAL CONTROL AND INSPECTIONS:** The CONSULTANT shall be represented at progress review meetings as may be scheduled by the LOCAL AUTHORITY and the DEPARTMENT. The CONSULTANT shall accompany LOCAL AUTHORITY and the DEPARTMENT personnel and other representatives on field inspections and at conferences as may be required.
- 34. IF THIS CONTRACT IS FOR DESIGN:**
- (a) The design consultant will be retained to answer and clarify any questions on the design during construction. The consultants will be required to include this task in their cost proposal. The Construction Project Engineer will call on the CONSULTANT as he needs him. If the work required from the CONSULTANT is due to errors in the design, the CONSULTANT will not be reimbursed. To enhance the communication between the LOCAL AUTHORITY, the DEPARTMENT and Consultants, the LOCAL AUTHORITY and the DEPARTMENT are requiring that the CONSULTANT attend the following meetings: kickoff meeting, preconstruction meeting, and the final inspection meeting. These meetings should be included in the detail work plan.
 - (b) If the project requires horizontal and vertical control to be established and/or identifying existing surface features to develop a Digital Terrain Model (DTM) for the design of the project, the CONSULTANT will follow the narrative in the *Project Delivery Network* for Task 1B1 Develop Base Mapping/Existing Surface on the UDOT website www.udot.utah.gov/go/pdnpdn, which is incorporated herein by this reference. *(Provision revised September 30, 2013.)*
- 35. IF THIS CONTRACT IS FOR CONSTRUCTION ENGINEERING MANAGEMENT:**
- (a) **Construction Administration**
Administration of any construction project delegated to the CONSULTANT. The CONSULTANT will perform activities for Construction Administration as identified and defined in the *UDOT Construction Manual of Instruction*. Deliverables and checklists for the project are based on project specifications. The CONSULTANT is required to comply with DEPARTMENT partnering requirements and oversee contractor participation. This includes but is not limited to attending DEPARTMENT training, leading the partnering effort on the project along with the contractor, participating in weekly updates on the partnering website, and monitoring and measuring partnering on the project. The CONSULTANT is responsible for required documentation for any item addressed in the project specifications and Construction contract. Items will include, but not be limited to, Materials Testing, Materials Certifications, Change Orders, Project and Materials Inspection, Civil Rights requirements, Engineer's Diary, Subcontracts, Payrolls, Meeting Minutes, Project Scheduling and Process Review summaries.
 - (b) **Materials Testing and Inspection**
The CONSULTANT will perform materials testing and inspection in accordance with the requirements of the project Construction contract. These requirements include the Materials Acceptance and Independent Assurance Programs, as outlined in the *UDOT Materials Manual of Instruction (MOI)*. The Materials Acceptance Program defines requirements for acceptance testing and verification testing. The Independent Assurance Program defines requirements for independent assurance testing, personnel qualifications and laboratory qualifications.
 - (c) **Acceptance Testing/Inspection**
Acceptance testing/inspection will be performed in accordance with the project specifications and *UDOT Minimum Sampling and Testing Requirements (MS&T)*. Minimum frequencies for materials acceptance testing and inspection are defined in the UDOT MS&T and are the absolute minimum for the identified materials, regardless of special provision requirements.
 - (d) **Independent Assurance Testing**
Requirements for Independent Assurance testing are outlined in the UDOT Materials MOI and project level requirements will be performed and documented by the CONSULTANT at the project level. Documentation will be provided for IA test results, personnel qualifications and laboratory

qualifications. Documentation for personnel and laboratory qualification will be performed prior to any sampling or testing being performed on the project.

- (e) **Project Inspection**
Project Inspection is a combination of the presence of the CONSULTANT, and the documentation of the project's daily activities. The CONSULTANT will perform inspection in accordance with project specifications and documentation will include, at a minimum, Inspector's Daily Reports, materials placement inspection reports, project diaries, measurement and payment information, and project visual reviews for items such as traffic control placement and conformance, etc.
- (f) **Project Closeout**
Project information obtained through contract administration, materials testing and project inspection will be collated and reviewed by the CONSULTANT to assure that all of the necessary documents are present to demonstrate compliance with the plans, specifications and Construction contract. Closeout will be performed in accordance with the comprehensive checklist in the UDOT Construction MOI and will include at a minimum, all C-106 forms, the project C-196 form, all change orders and all administrative requirements, such as payrolls and Civil Rights requirements.
- (g) The DEPARTMENT's Construction Manual of Instruction and Materials Manual of Instruction can be obtained from Central Construction and Materials Division 801-965-4346 or available at the sub-page of the DEPARTMENT website www.udot.utah.gov/ets.

36. INSPECTION OF INTELLIGENT TRANSPORTATION SYSTEMS (ITS) AND ELECTRICAL

CONSTRUCTION: In order to ensure complete impartiality in the performance of construction inspection, any consultant engineering companies who are concurrently performing or bidding on ITS or electrical construction work for the LOCAL AUTHORITY and/or DEPARTMENT will not be considered eligible to perform construction inspection of ITS or electrical work on any projects as part of a consultant contract.

Consultants who are selected to do ITS or electrical construction inspection as part of a consultant contract will be requested to affirm that they currently are not performing or bidding on any electrical or ITS construction work for LOCAL AUTHORITY and/or DEPARTMENT and will not for the duration of the relevant consulting contract.

For the purposes of this provision, ITS or electrical construction is defined as follows:

Work involving the installation or repair of underground electrical conduit, electrical cables, fiber-optic cable, or any other construction work involving 120 volt (or greater) current for which an electrician's license is required. Field work taking place inside an electrical cabinet, or involving low voltage detection or data circuits, will *not* be considered ITS or electrical construction. Diagnosis, testing, calibration, aiming, resplicing, or repair of low voltage detection circuits, fiber-optic cable, or detection equipment will *not* be considered ITS or electrical construction.

Consultant engineering companies who also perform ITS or electrical construction work under contract to LOCAL AUTHORITY and/or DEPARTMENT *will* be eligible to perform the following types of consulting work, provided that the work is on completely different projects, with no possibility for conflict of interest: design work, ITS system integration, software development.

- 37. NO THIRD PARTY BENEFICIARIES:** The parties enter in to this contract for the sole benefit of the parties, in exclusion of any third party, and no third party beneficiary is intended or created by the execution of this contract.
- 38. COORDINATION WITH DEPARTMENT FUNCTIONAL MANAGERS:** In order to ensure programmatic consistency, if the project requires, the CONSULTANT will coordinate decisions with the Region and/or Central Functional Managers in addition to the DEPARTMENT Project Manager. It is important for consultants to seek input into decisions from the technical experts within the DEPARTMENT.
- 39. USE OF STATE SEAL AND UDOT LOGO:** The CONSULTANT will not misrepresent their employees as State of Utah employees. The CONSULTANT will not use the Utah State Seal or UDOT logo on business cards for their employees nor use Utah or UDOT letterhead on correspondence signed by their

employees with the following exception: the CONSULTANT may incorporate the UDOT logo on their business cards stating, "In partnership with UDOT" in addition to the CONSULTANT'S own logo. The CONSULTANT may prepare correspondence for the approval and signature of appropriate State of Utah employees.

40. DUTIES OF THE LOCAL AUTHORITY AND THE DEPARTMENT:

- (a) **Guarantee Access:** The LOCAL AUTHORITY and/or the DEPARTMENT shall guarantee access to and make all provisions for the CONSULTANT to enter upon all lands, both public and private which in the judgment of the parties hereto are necessary to carry out such work as may be required.
- (b) **Prompt Consideration:** The LOCAL AUTHORITY and the DEPARTMENT shall give prompt consideration to all reports, plans, proposals and other documents presented by the CONSULTANT.
- (c) **Documents:** The DEPARTMENT shall furnish Standards, Specifications, Manuals of Instruction, Policies and Procedures, and other available information, including any material previously prepared for this work. Specific materials related to this contract that will be furnished by the LOCAL AUTHORITY and the DEPARTMENT.
- (d) **Services:** The LOCAL AUTHORITY and the DEPARTMENT will perform standard services relating to this contract.

SERVICES PROVIDED BY THE CONSULTANT

1. SCOPE SUMMARY:

Provide construction engineering management services on behalf of the department for this West Jordan City local government project on 9000 S between 4800 W and 5300 W. Follow all current UDOT standard procedure and practices in the following tasks: Preconstruction Review, construction engineering management services, project administration, field inspection, materials testing, public involvement, QC/QA control and construction closeout.

2. SCOPE DOCUMENTS:

Following are the scope items contained in this attachment pages 2 through 17:

- (a) Approval Memo
 - (b) Executive Summary
 - (c) Detailed Work Plan
 - (d) Personnel/Staffing Plan
 - (e) Schedule
- (1) Completion: All work shall begin within seven (7) days of notice to proceed and shall be completed by November 25, 2015.
 - (2) Project/Contract Period: The project/contract will terminate November 25, 2015, unless otherwise extended or canceled in accordance with the terms and conditions of this contract. If additional time is required beyond the project completion date, the CONSULTANT shall submit a "Contract Time Extension Modification" to the LOCAL AUTHORITY and the DEPARTMENT'S Project Manager for approval and processing.



UDOT Consultant Services Contract Approval Memo

Memo Printed on: December 22, 2014 3:52 PM



PM Approval Date: December 17, 2014

UDOT PM: Peter S. Tang

The Project Manager has reviewed and approved the contract/modification documents: Executive Summary, Work Plan, QC/QA Plan and Checklist, Staffing Plan, Work Schedule, and Cost Proposal.

PROJECT INFORMATION

PIN: 11989
Project No.: F-LC35(244)
Job/Proj: 5409413C
PIN Description: 9000 South; 4800 West to 5300 West

CONTRACT INFORMATION

CS Admin: Devon Tonks
Contract No.: New Construction Engineering Management Services
Mod No.:
Expiration Date: November 25, 2015
Contract/Mod Amount: \$119,968.81
Fee Type: COST PLUS FIXED FEE
Selection Method: POOL - GE / LG (DIRECT SELECT)
Period: 2013-2016 GE / LG
Phase: CONSTRUCTION ENGINEERING
Discipline: CONSTRUCTION ENGINEERING MANAGEMENT

CONTACTS

Consultant	Local Government
PROJECT ENGINEERING CONSULTANTS, LTD	West Jordan City
Leo Florence	Greg Davenport
986 WEST 9000 SOUTH	8000 S REDWOOD RD
WEST JORDAN, UT 84088	WEST JORDAN, UT 84088
	(801) 569-5077
	GREGD@WJORDAN.COM



UDOT Consultant Services Local Government Approval Memo

Memo Printed on: December 22, 2014 3:51 PM



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986 WEST 9000 SOUTH	8000 S REDWOOD RD
WEST JORDAN, UT 84088	WEST JORDAN, UT 84088
(801)495-4240	(801) 569-5077
lflorence@pec.us.com	GREGD@WJORDAN.COM

I am aware of and approve the scope, schedule and budget as negotiated by the Consultant for this contract and presented by the UDOT PM Peter S. Tang. I acknowledge UDOT has limits for Pool Contracts. The limit for this contract is \$150,000.00 for the life of the contract, including any and all future modifications.

 Local Government Signature

12-29-14

 Date

PROJECT ENGINEERING CONSULTANTS, LTD

Prime

UDOT Executive Summary

Contract Number:	NEW	Mod:			
Project Number:	F-LC35(244)	PIN:	11989	UDOT Primary Contact:	Peter S. Tang
PIN Description:	9000 South; 4800 West to 5300 West				

Brief Description

This project includes reconstruction of 9000 south between 4800 West and 5300 West. Significant aspects of the project include Roadway Excavation, Geogrid, Granular Borrow, Untreated Base Course, and HMA 1/2 Inch. The City of West Jordan is the local government working with UDOT to contract this project.

Project Engineering Consultants, Ltd. (PEC) will serve as a consultant to act as UDOT's and the City's Resident Engineer and will confer with the construction contractor in behalf of UDOT and the City of West Jordan during the construction of this project. PEC will have administrative responsibility and authority to enforce contract provisions, specifications, plans, perform engineering and inspection for UDOT and the City as required by FHWA and UDOT construction procedures.

For this project PEC will use the information gathered from the project plans and specifications to perform construction engineering management duties as outlined in the Construction Manual of Instruction.

The CEM Team will act as Resident Engineer (RE) and will confer with the construction contractor in behalf of UDOT and City of West Jordan during the construction of the project. The CEM team will provide control over the project as described in the UDOT Construction Manual of Instruction. The CEM Team will coordinate with the City personnel during control of the project. UDOT's Project Manager will exercise oversight control over the project. The CEM Team will have administrative authority to enforce contract provisions, specifications and plans, and perform engineering inspection duties, material testing, and functions for UDOT as required under current UDOT and FHWA construction policies and procedures. The UDOT Region District Engineer has ultimate authority on questions regarding the quality and acceptability of construction materials furnished, work performed, rate of work progress, interpretation of the construction contract documents, and the acceptable fulfillment of the construction contract. If during the construction phase of the project, there are instances where the requirements of the construction contract may be unclear or need further clarification; UDOT has final authority in interpreting and enforcing the contract. The CEM Team will monitor and check contractor submissions, subcontractor agreements, implement partnering, prepare and justify change orders, process claims, review schedules, keep contract time, prepare overrun/underrun statements, provide informal meetings for claims, and keep documentation using accepted UDOT forms and procedures. The CEM Team will obtain UDOT District Engineer, UDOT Project Manager, and City approval prior to work for change orders. The CEM Team will obtain and process contractor payment requests through UDOT.

WORK ACCEPTANCE

Work performed under this contract will be performed in accordance with the Standards, Specifications, Manuals of Instruction, and Policies and Procedures established by the City of West Jordan and UDOT. Work will be approved by UDOT through its designated representatives. UDOT will coordinate with the Federal Highway Administration (FHWA) to obtain concurrence of the work under the guidelines of the UDOT/FHWA Stewardship Agreement.

PERSONNEL

The Consultant's CEM Team will be led by a Licensed Professional Engineer who has experience with state and federal-aid Construction Engineering oversight and compliance. The CEM Team members will be experienced or have professional certification in their area of oversight responsibility (inspection, material testing, and project accounting).

Personnel and laboratories used for acceptance testing will meet the requirements of the UDOT Materials Manual, part 8, Sections 1012, and 1013. Sampling and testing personnel will have current UDOT TTQP qualifications for the tests that they perform. These individuals will be current in their participation in the UDOT Independent Assurance program. Laboratory testing will be accomplished by qualified technicians in an appropriate, UDOT approved laboratory and follow the Laboratory Qualification Program (LQP). Resident Engineer, Field Engineer, and Document Control Specialist will have current Construction Engineering Management Training (CEMT) qualifications.

Project Team

PEC will complete all services on this project and will not utilize any subconsultants.

Assumptions

The project limits are essentially 9000 South between 4800 West and 5300 West for a project length of roughly one mile. The project schedule is estimated at 75 calendar days in duration. For the purposes of this scope of work we've assumed a maximum of 10 main production weeks at 5 working days per week, Monday through Friday, 8 hours per working day. If any other items which impact the scope of work or project schedule become evident or necessary, the PEC team will require a contract modification which addresses the corresponding changes.

Phasing

There will not be any phasing for this contract.

Fee Type

The type of contract requested for this project is a Cost Plus Fixed Fee. This is due to the nature of construction and the unknowns that are associated with contractor schedules.

PROJECT ENGINEERING CONSULTANTS, LTD

Prime

UDOT Work Plan

Contract Number:	NEW	Mod:			
Project Number:	F-LC35(244)	PIN:	11989	UDOT Primary Contact:	Peter S. Tang
PIN Description:	9000 South; 4800 West to 5300 West				

Activity: 85C

85C Pre-Construction Review

- Plan Review
 - Specs
 - Quantities
- Utility Coordination
- ROW Coordination
- Up to and including Pre-Construction Meeting
- Advertising activities
 - Field calls during advertising
 - Conduct pre-bid meeting
- PEC will review and be knowledgeable concerning the content of the contract documents, specification, plans, utility agreements, and correspondence.
- PEC personnel will assist with design reviews for both constructability and also for adherence with UDOT advertising processes and FHWA criteria.
- PEC will coordinate, schedule, and conduct a Preconstruction meeting with the Contractor, subcontractors, City of West Jordan Project Manager, UDOT Resident Engineer, UDOT Oversight Engineer, UDOT District Engineer, UDOT Region Materials Engineer, UDOT Region Contracts Specialist, UDOT Project Manager, UDOT Construction Oversight Engineer, UDOT Project Public Involvement Coordinator, City of West Jordan officials, and utility company representatives. CEM team will provide minutes of the Preconstruction Conference to attendees.

Activity: 87C

87C Construction Management

- Change Orders
- RFI's
- Coordination / Weekly Meetings
 - Owner
 - Contractor

- Partnering
- MOT Review
- RE field engineering activities
- Third Party Coordination
 - ROW
 - Utility
 - LG
 - Other stakeholders
- Submittal Reviews
- CPM Schedule Review
- Coordination with PI (UDOT and consultant)
- Review Structures Shop Drawings
- Obtain & Review as-built drawings
- Final Inspection / Walk-through / Punchlist
- Claims Review
- The CEM Team will act as Resident Engineer (RE) and will confer with the construction contractor in behalf of UDOT and City of West Jordan during the construction of the project. The CEM team will provide control over the project as described in the UDOT Construction Manual of Instruction. UDOT's Project Manager will exercise oversight control on the project. City of West Jordan will act as the local government entity on the project. Therefore any issues or changes that will have an impact on project cost or schedule will be coordinated with and approved by City of West Jordan prior to proceeding.
- The CEM Team shall have administrative authority to enforce contract provisions, specifications and plans, and perform engineering inspection duties, material testing, and functions for UDOT as required under current UDOT and FHWA construction policies and procedures.
- The UDOT Region District Engineer has ultimate authority on questions regarding the quality and acceptability of construction materials furnished, work performed, rate of work progress, interpretation of the construction contract documents, and the acceptable fulfillment of the construction contract. If during the construction phase of the project, there are instances where the requirements of the construction contract may be unclear or need further clarification; UDOT has final authority in interpreting and enforcing the contract.
- The CEM Team will monitor and check contractor submissions, subcontractor agreements, implement partnering, prepare and justify change orders, process claims, review schedules, keep contract time, prepare overrun/underrun statements, provide informal meetings for claims, and keep documentation using accepted UDOT forms and procedures. The CEM Team will obtain UDOT District Engineer, and UDOT Project Manager approval prior to work for change orders. The CEM Team will obtain and process contractor payment requests through UDOT.
- The CEM Team will monitor and check contractor submissions, subcontractor agreements, implement partnering, prepare and justify change orders, process claims, review schedules, keep contract time, prepare overrun/underrun statements, provide informal meetings for claims, and keep documentation using accepted UDOT forms and procedures. The CEM Team will obtain UDOT District Engineer, City of West Jordan, and UDOT Project Manager approval prior to work for change orders. The CEM Team will obtain and process contractor

payment requests through UDOT.

- Work performed under this contract will be in accordance with the Standards, Specifications, Manuals of Instruction, and Policies and Procedures established by City of West Jordan and UDOT. Work will be approved by UDOT through its designated representatives. UDOT will coordinate with the Federal Highway Administration (FHWA) to obtain concurrence of the work under the guidelines of the UDOT/FHWA Stewardship Agreement.
- The Consultant's CEM Team will be led by a Licensed Professional Engineer who has experience with state and federal-aid Construction Engineering oversight and compliance. The CEM Team members will be experienced or have professional certification in their area of oversight responsibility (surveying, inspection, material testing, and project accounting). Personnel and laboratories used for acceptance testing will meet the requirements of the UDOT Materials Manual, part 8, Sections 1012, and 1013. Sampling and testing personnel will have current UDOT TTQP qualifications for the tests that they perform. These individuals will be current in their participation in the UDOT Independent Assurance program. Laboratory testing will be accomplished by qualified technicians in an appropriate, UDOT approved laboratory and follow the Laboratory Qualification Program (LQP). Level IV grade personnel, EIT's, Field Engineer, and Resident Engineer will have current Construction Engineering Management Training (CEMT) qualifications.

Activity: 89C

89C Project Administration

- Project Documentation
 - Set up and maintain files
 - ProjectWise
- Project Account (PDBS)
 - Partial Pay Estimates / Quantities
 - Prepare and submit final estimates
 - Monthly status of time reports
- Document Control
 - Certification
 - Pay Item Documentation
- Civil Rights
 - Employee Interviews
 - EEO / Labor Compliance
 - DBE / WBE
- Reimbursement Agreements
- Sub-contract coordination
- The project accounting will be done with UDOT's PDBS project accounting program. PEC will stay current in accepting pay quantities, complete accurate monthly estimates, and pay the contractor on time. The monthly estimates will be cut off on a Saturday and submitted. UDOT should receive these for payment within the following week. Change orders will follow the UDOT standard procedure that incorporates signatures from UDOT and City of West Jordan before work will proceed. In case of emergency, PEC will use the C-107 form that allows for a verbal agreement to perform the work to alleviate potential standby charges.
- The Construction Engineer will administer federal DBE and Labor Compliance in the Construction Contract and assure compliance. PEC will review required FHWA/UDOT forms before submitting them to the Region Contracts Specialist.

Activity: 91C

91C Field Inspection

- At grade inspection
- Punchlist verification
- Survey verification
- MOT monitoring
- Field testing for small projects
- Environmental Compliance
- Field documentation
 - Daily reports
 - 348's and 138's
 - Visual inspection reports
 - Collect and assemble weight tickets
- Specialty Inspection
- Safety Compliance
 - Accident Prevention

- PEC will keep current documentation as required for federal-aid projects. An IQP qualified inspector will inspect the Contractor's work on a full time basis.
- PEC and the on-site inspector will check lines and grades to ensure they are within the plan lines and grades and allowable limits specified.
- PEC's Resident Engineer, Field Engineer, or Inspector will be responsible to keep daily records and time charges.
- Contract time suspensions will be documented.
- UDOT's Project Manager and City of West Jordan must be notified of change orders and overruns
- The CEM team will monitor the safety of workers and the traveling public by verifying the Contractor's traffic control checks. Contractions inspections will verify compliance with MUTCD, UDOT and the Local Authority's policies. PEC will periodically verify compliance with other safety, health laws, and ordinances. The contractor's traffic control plans will be submitted and reviewed by the City of West Jordan and the UDOT Region Traffic Engineer prior to implementation on the project.
- PEC will monitor the contractor's performance in regards to the public information service requirements.
- PEC's Project Engineer will contact the UDOT Region District Engineer for interpretation, clarification, or technical questions concerning the construction project.
- PEC will hold weekly coordination meetings with the Contractor's construction Superintendent (Foreman). Material testing, utility, inspection and traffic control coordination will be established in advance. PEC will take minutes of the meeting for distribution. PEC will invite UDOT, utilities, and the City of West Jordan Representatives.
- PEC will administer the coordination and relocation of utilities in accordance with the requirements of the 2013 UDOT Construction Manual of Instruction. This coordination will include inviting the utility companies to the preconstruction conference, and if applicable, being familiar with the required utility facility relocation plans and the terms of the corresponding Utility Reimbursement Agreements. PEC will maintain separate files for the individual utility companies.
- PEC will inspect work performed by the utility companies for compliance with the individual agreements or franchise agreements with City of West Jordan and the Manual for the Accommodation of Utilities and the Control and Protection of State Highway Rights of Way. For those companies whose relocation costs require reimbursement by UDOT, PEC will maintain daily Force Account Records of work performed by the utility companies. PEC will monitor and document utility relocation schedules and progress to allow evaluation and determination of impacts to the project schedule.
- PEC will inspect, test, accept and document for payment utility installation or relocation work performed by the Contractor as required by the project specifications.

Activity: 93C

93C Materials Testing

- Acceptance Testing
- Field Sampling & Testing
- Lab Testing
- Off site Sampling & Testing
 - Batch Plant
 - Casting Yards
 - Material Source
- Lab Management Activities
 - Documentation
 - Lab Results
 - Internal QC
 - Coordination with RE
- PEC will provide materials, equipment and labor testing necessary to complete field, laboratory testing, and reporting of materials for this construction project. The PEC materials testing team will be led by an individual who has experience with state and federal-aid oversight and compliance. Major items of work are anticipated to include testing for sub-grade, granular borrow, untreated base course, and hot mix asphalt (HMA).
- The testing methods and frequency will be in accordance with the UDOT Materials Minimum Sampling and Testing (MS&T) requirements using UDOT format. For the duration of the contract, the laboratory will be AASHTO accredited (AMRL certified) and UDOT qualified and key personnel will be UDOT TTQP certified in the tests being performed. Tests will be performed according to applicable UDOT and AASHTO procedures.
- The work will be directed by the PEC Resident Engineer, with oversight by the UDOT District Engineer. PEC will provide test results to the UDOT Construction Oversight Engineer generally within 24 to 48 hours of placement, with time dependent upon the material requirements. PEC will prepare and provide documentation associated with a given item including calculations for pay reductions and incentives/disincentives. No material shall be incorporated in the project, or paid for, without certification or testing that assures materials meet UDOT specifications. PEC will collect material certificates of compliance and review documentation for materials placed.

Activity: 97C

97C QC/QA Control

- Internal & External reviews & audits
- LG Federal-aid Oversight activities
 - UDOT staff augmentation
 - Federal compliance
- Bi-monthly process reviews
- Project filing, documentation, monthly progress reports, progress payments, change orders, and final payment will be done according to UDOT Policy and Procedures, and Manuals of Instruction. Forms and guidelines are contained in the 2013 UDOT Construction Manual of Instruction.
- PEC shall document in a PDBS electronic device or keep notations in black ink in bound diaries which will be entered into PDBS on a weekly basis. Measurements and pay quantities shall be documented daily in bound field books equivalent to those UDOT uses with no erasures. Pay quantities shall be measured and initiated for payment in quantity field books or PDBS daily. Weight tickets will be collected, tallied daily, and placed in the project files. Ticket entries will be verified, and tickets and calculation summaries will be signed and checked. Documentation will be entered into PDBS at least weekly. Monthly progress reports shall be submitted to the Local Government. The PEC Resident Engineer shall be responsible to keep daily records and time charges. Contract time suspensions will be documented by memorandum to the Local Government. The Consultant shall prepare progress and final payments in the format provided by UDOT. Payment will be made in accordance with contract documents and specifications. PEC will have a laptop available for data input.

Activity: 99C

99C Construction Closeout

- Final Forms
- Box preparation
- Closeout Checklist
- Construction Closeout to RCS
- Review project documentation & make recommendations to finalize project
- Independent audit
- Post-construction conference
- Upon substantial completion of the project, PEC will conduct, coordinate and notify, in writing, interested parties to attend a final inspection. The attendees will include City of West Jordan Representatives, the UDOT District Engineer, the UDOT Project Manager, the Contractor, Subcontractors, and affected utilities. Minutes of the final inspection will be provided to attendees. A punch list will be generated by the final inspection and the Contractor will have 30 days to complete the punch list. Upon completion of punch list items PEC will accept the construction as physically complete. Within 30 days of contract completion, including the punch list items, PEC will provide final project documentation as required by UDOT and FHWA for final acceptance of the project. A Post Construction Conference will be held following the final inspection.

UDOT Staffing Plan

Contract Number:	NEW	Mod:	
Project Number:	F-LC35(244)	PIN:	11989
PIN Description:	9000 South; 4800 West to 5300 West		
		UDOT Primary Contact:	Peter S. Tang

Employee Name	Contract Job Title	Education/Certification	License Number	Hours	Current Rate	Proposal Rate	Approval Date
FLORENCE, LEO	QC/QA	B.S	UT-4770486	80	\$60.00	\$60.00	NTP
INGLISH, BEN	RESIDENT ENGINEER	B.S, WAQTC #162046	UT-8941583-2202	260	\$34.00	\$34.00	NTP
DAVIS, STEVEN	FIELD ENGINEER	BS		288	\$26.00	\$26.00	NTP
DAVIES, BRAD	MATERIAL TECH			150	\$25.00	\$25.00	NTP
SCHOLES, KIMBERLY	DOCUMENT SPECIALIST	B.S.		204	\$22.00	\$22.00	NTP
FOWLER, RICHARD	LAB MANAGER	A.S.		160	\$20.00	\$20.00	NTP
HANSEN, NATHAN	INSPECTOR	A.S.		568	\$18.00	\$18.00	NTP
MCCARTHY, KATELYNN	ADMIN	A.S		60	\$16.00	\$16.00	NTP
Total Hours for PROJECT ENGINEERING CONSULTANTS, LTD:				1,770			

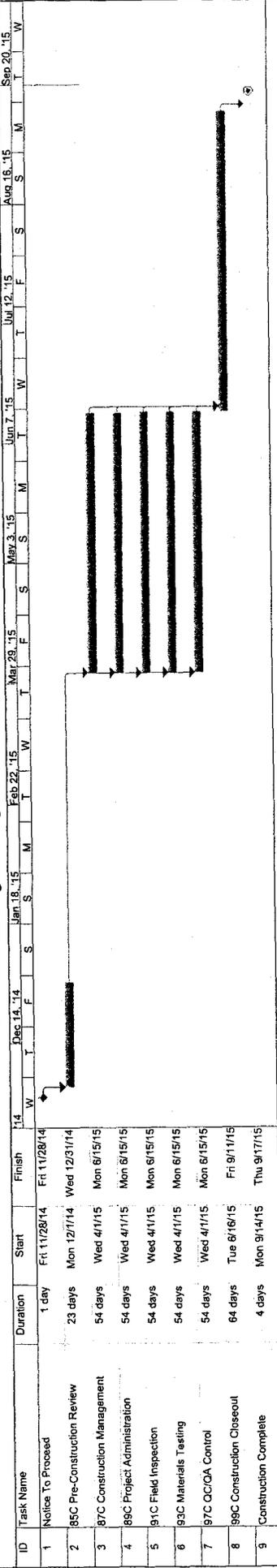
UDOT Staffing Plan

Contract Number: NEW	Mod:
Project Number: F-LC35(244)	PIN: 11989
PIN Description: 9000 South; 4800 West to 5300 West	UDOT Primary Contact: Peter S. Tang

Alternate Staff

Employee Name	Contract Job Title	Education/Certification	License Number	Hours	Current Rate	Proposal Rate	Approval Date
ALLINGTON, MARK	INSPECTION SUPPORT			0	\$45.00	\$45.00	NTP
SCHOUTEN, TAMMY	DOCUMENT SUPPORT	COLLEGE		0	\$27.00	\$27.00	NTP
AGUIRRE, VICTOR	TECHNICIAN SUPPORT	COLLEGE		0	\$23.00	\$23.00	NTP
STEWART, DAVID	TECHNICIAN SUPPORT	HIGHSCHOOL		0	\$18.00	\$18.00	NTP
PALMER, KIEL	TECHNICIAN SUPPORT			0	\$18.00	\$18.00	NTP
AGUIRRE, DAKODA	TECHNICIAN SUPPORT	HIGHSCHOOL		0	\$12.00	\$12.00	NTP

**Project No. F-LC35(244); PIN 11989
9000 South; 4800 West to 5300 South
Construction Engineering Management Project Schedule**



Task Split Milestone Summary

Project Summary External Tasks External Milestone Inactive Task

Inactive Task Inactive Milestone Inactive Summary Manual Task

Duration-only Manual Summary Rollup Manual Summary Start-only

Finish-only Progress Deadline

Thu 11/20/14

FEES

COST PLUS A FIXED FEE WITH FIXED TOTAL ADDITIVE RATE

1. **COST PLUS A FIXED FEE:** For all services and materials pertinent hereto and/or specifically described herein, except as otherwise explicitly cited, the LOCAL AUTHORITY agrees to pay the CONSULTANT for the actual allowable cost and the FIXED additives plus a fixed fee. Overhead rates have been reviewed, approved, and are limited to the costs which are allowable under Federal Acquisition Regulations, contained in Title 48 CFR, Part 31.

The contract cost includes direct labor expense, payroll additives; indirect costs and other direct non-salary costs as outlined below.

Guest meals (meals paid by a consultant or a consultant's employee for someone other than his/her self) shall not be eligible for reimbursement unless previously approved in writing by the DEPARTMENT Project Manager and the LOCAL AUTHORITY.

- (a) The direct labor expense is the actual salary expense for professional and technical personnel and principals for the time they are productively engaged in work necessary to fulfill the terms of this contract. The payroll additives and indirect costs are FIXED as 147.04% of the direct salary expense.
- (b) If necessary and DEPARTMENT approved, any additional direct expenses incurred in fulfilling the terms of this contract, including but not limited to travel and lodging, reproduction, telephone, equipment, supplies and fees of outside CONSULTANTS or sub-consultants will be reimbursed at actual costs.

If the CONSULTANT'S normal accounting practice is to include some of these costs as indirect expenses, then this contract will be consistent with that practice. These types of costs must be disclosed as part of your accounting practices and in conformance to Federal Cost Principles.

- (c) The fixed fee has been determined and agreed upon as 11.00% of the combined estimated direct labor and the Overhead amount, which represents the CONSULTANT'S profit of \$11,888.80. The fixed fee percentage is not a floating percent and should not be billed as a percent of labor. Rather, the fixed fee payment will be prorated and paid regularly in proportion to the percentage of work completed as reflected by the periodic invoices; that is, on the same ratio as the invoice cost bears to the originally estimated total for CONSULTANT'S actual cost which is the maximum amount payable minus the fixed fee. Any portion of the fixed fee payment not previously paid in the periodic payment will be covered in the final payment.

Overruns in the costs of the work do not warrant an increase in the fixed fee, but significant changes to the Scope of Work may require adjustment of the fixed fee in the contract as evidenced by a contract modification.

2. **MODIFICATIONS:** In the event the LOCAL AUTHORITY requires changes of services which materially affect the scope or work plan, with a resulting material increase in cost to the CONSULTANT, a contract modification for additional compensation and time for completion shall be entered into by the parties hereto prior to making such change. Any such work done without prior LOCAL AUTHORITY and the DEPARTMENT agreement shall be deemed ineligible for reimbursement by the DEPARTMENT. The LOCAL AUTHORITY will not entertain requests or claims for reimbursement and remuneration unless written approval is given prior to performance of the work.
3. **PROGRESS PAYMENTS:** Progress payments are based upon the approved percentage of work completed and are made pursuant to certified invoices received.
4. **INVOICES:** The CONSULTANT will submit monthly payment requests promptly and no later than 45 calendar days after each monthly billing cycle. Invoices are to reflect charges as they apply to the appropriate contract, project, and account number, and must be certified and executed by an official legally authorized to bind the firm. The invoice must be substantiated with appropriate supporting

documentation such as time sheets, labor reports, or cost accounting system print-out of employee time, receipts for direct expenses, and subconsultant invoices and supporting documentation that is reviewed and approved by the DEPARTMENT'S Project Manager and subject to final approval by the DEPARTMENT'S Comptroller's Office.

Payment requests for services performed on or before the last day of the Utah fiscal year (June 30), must be submitted no later than 30 calendar days after the billing cycle, see Utah Code Ann. § 63J-1-601.

The CONSULTANT acknowledges untimely billing may adversely affect the LOCAL AUTHORITY and DEPARTMENT due to federal funding requirements in 49 CFR § 18.23, and/or the state fiscal constraints imposed upon it as a department of state government by Title 63J, Chapter 1, Budgetary Procedures Act. The CONSULTANT waives payment, and waives the right to bring action in law or in equity to recover payment for services, for any and all payment requests the DEPARTMENT does not receive from the CONSULTANT within the timeframe provided under this contract. *(Provision revised June 27, 2012.)*

- 5. **FINAL PAYMENT:** Final invoice payment will be released only after all materials and services associated with this contract have been reviewed and approved by the DEPARTMENT'S Project Manager and finalized by the DEPARTMENT'S Comptroller's Office. The final invoice payment will not be released until a project evaluation form has been completed by the LOCAL AUTHORITY and the DEPARTMENT'S Project Manager and submitted to Consultant Services and the Comptroller's Office.

The DEPARTMENT'S Project Managers and the Comptroller's Office have the right to hold the final payment on certain projects when design and construction are performed by two separate Consultants or if there is a potential possibility of a design or construction error. The DEPARTMENT Comptroller's Office also has the right to hold the final invoice payment until the final audit is complete upon the request of the DEPARTMENT Project Manager.

- 6. **FINANCIAL SUMMARY:** The total maximum amount of disbursement pertinent to this contract shall not exceed \$119,968.81 Contract overruns will not be paid.
- 7. **COST PROPOSAL:** The overhead rate shown in the CONSULTANT'S and/or sub-consultant's cost proposal has been determined and agreed upon by the parties and is included in this contract. The CONSULTANT will invoice the DEPARTMENT using the actual Wage Rates, FIXED Overhead, prorated Fixed Fee, and any additional Direct Costs. Invoices submitted to the DEPARTMENT must reflect the staffing plan and associated hourly wage rates, labor hours used, and other costs submitted in the CONSULTANT cost proposal.

The Cost Proposal for the CONSULTANT and/or sub-consultant, if applicable, may be found in Attachment D, pages 3 through 5.

UDOT Cost Proposal

Contract Number:	NEW	Mod:		
Project Number:	F-LC35(244)	PIN:	11989	UDOT Primary Contact: Peter S. Tang
PIN Description:				
Labor Costs				
Employee Name	Contract Job Title	Hours	Proposal Rate	Labor Cost
DAVIES, BRAD	MATERIAL TECH	150	\$25.00	\$3,750.00
DAVIS, STEVEN	FIELD ENGINEER	288	\$26.00	\$7,488.00
FLORENCE, LEO	QC/QA	80	\$60.00	\$4,800.00
FOWLER, RICHARD	LAB MANAGER	160	\$20.00	\$3,200.00
HANSEN, NATHAN	INSPECTOR	568	\$18.00	\$10,224.00
INGLISH, BEN	RESIDENT ENGINEER	260	\$34.00	\$8,840.00
MCCARTHY, KATELYNN	ADMIN	60	\$16.00	\$960.00
SCHOLES, KIMBERLY	DOCUMENT SPECIALIST	204	\$22.00	\$4,488.00
		Total Hours:	1,770	
		Total Direct Labor:		\$43,750.00
		Overhead:	147.04%	\$64,330.01
		Total Direct Labor plus Overhead:		\$108,080.01
		Fixed Fee:	11.00%	\$11,888.80
		Burdened Labor Cost:		\$119,968.81
		Total Contract Cost:		\$119,968.81

UDOT Hours Derivation

Contract Number:	NEW	Mod:	
Project Number:	F-LC35(244)	PIN:	11989
PIN Description:	UDOT Primary Contact: Peter S. Tang		

Employee Name	85C	87C	89C	91C	93C	97C	99C	Total
FLORENCE, LEO	8	0	0	16	0	40	16	80
INGLISH, BEN	16	40	40	80	20	24	40	260
DAVIS, STEVEN	4	40	40	100	40	24	40	288
DAVIES, BRAD	0	0	0	0	150	0	0	150
SCHOLES, KIMBERLY	4	40	80	0	0	0	80	204
FOWLER, RICHARD	0	0	0	0	160	0	0	160
HANSEN, NATHAN	8	40	40	400	40	0	40	568
MCCARTHY, KATELYNN	4	0	20	8	8	0	20	60

UDOT Hours Derivation

Contract Number:	NEW	Mod:	
Project Number:	F-LC35(244)	PIN:	11989
PIN Description:	UDOT Primary Contact: Peter S. Tang		

	85C	87C	89C	91C	93C	97C	99C	Total
Firm Activity Totals:	44	160	220	604	418	88	236	1,770
Transaction Activity	44	160	220	604	418	88	236	1,770
Totals:								

Insurance

As stated in Attachment B - Standard Terms and Conditions, services to be provided by the CONSULTANT under this contract are required to be covered by insurance. Insurance shall be maintained in force until all activities which are required by this contract or as changed by contract modification are completed and accepted by the DEPARTMENT.

Insurance	Waived	Expiration Date	Insurance Carrier	Policy Number	Each Occurrence Limit	General Aggregate Limit	Additional Endorsement
AUTOMOBILE LIABILITY	N	11/1/2015	FOREMOST INSURANCE CO	PAS004979599	\$1,000,000	\$0	Y
EXCESS/UMBRELLA LIABILITY	N	11/1/2015	TRAVELERS INDEMNITY COMPANY	CUP-3614T876-13-47	\$5,000,000	\$5,000,000	N
GENERAL LIABILITY	N	11/1/2015	TRAVELERS INDEMNITY COMPANY	680-326M3684-TIA-13	\$1,000,000	\$2,000,000	Y
HEALTH INSURANCE HB 331-2009	N	9/30/2015	REGENCY BLUE CROSS	TEMPORARY	\$0	\$0	N
PROFESSIONAL LIABILITY	N	5/24/2016	ACE AMERICAN INSURANCE CO.	G21675921 007	\$1,000,000	\$2,000,000	N
VALUABLE PAPERS	N	11/1/2009	HARTFORD UNDERWRITERS	84SWCW5968	\$1,000,000	\$0	N
WORKERS COMPENSATION	N	11/1/2015	PHOENIX INSURANCE CO	XN-UB3596T34-4-13	\$1,000,000	\$0	N