

**AGREEMENT BETWEEN
WADE-TRIM, INC.
AND THE CITY OF ANN ARBOR
FOR PROFESSIONAL SERVICES**

The City of Ann Arbor, a Michigan municipal corporation, having its offices at 100 North Fifth Avenue, Ann Arbor, Michigan 48104 ("City"), and Wade Trim ("Consultant") a Michigan Corporation with its address at 25251 Northline Road, P.O. Box 10, Taylor, MI 48180. The Consultant agrees to provide professional services to the City under the following terms and conditions:

I. DEFINITIONS

Administering Service Area/Unit means Services Area, Project Management Unit.

Contract Administrator means Homayoon Pirooz, P.E., acting personally or through any assistants authorized by the Administrator/Manager of the Administering Service Area/Unit.

Deliverables means all Plans, Specifications, Reports, Recommendations, and other materials developed for or delivered to City by Consultant under this Agreement

Project means Steere Farm Well Field Water Main Replacement Project; City File No. 2008-031.

II. DURATION

This Agreement shall become effective on _____, 2008, and shall remain in effect until satisfactory completion of the Services specified below unless terminated as provided for in this Agreement.

III. SERVICES

- A. The Consultant agrees to provide professional engineering services ("Services") in connection with the Project as described in Exhibit A. The City retains the right to make changes to the quantities of service within the general scope of the Agreement at any time by a written order. If the changes add to or deduct from the extent of the services, the contract sum shall be adjusted accordingly. All such changes shall be executed under the conditions of the original Agreement.
- B. Quality of Services under this Agreement shall be of the level of professional quality performed by experts regularly rendering this type of service. Determination of acceptable quality shall be made solely by the Contract Administrator.
- C. The Consultant shall perform its Services for the Project in compliance with all statutory, regulatory and contractual requirements now or hereafter in effect as may be applicable to the rights and obligations set forth in the Agreement.

- D. The Consultant may rely upon the accuracy of reports and surveys provided to it by the City except when defects should have been apparent to a reasonably competent professional or when it has actual notice of any defects in the reports and surveys.

IV. COMPENSATION OF CONSULTANT

- A. The Consultant shall be paid in the manner set forth in Exhibit B. Payment shall be made monthly, unless another payment term is specified in Exhibit B, following receipt of invoices submitted by the Consultant, and approved by the Contract Administrator.
- B. The Consultant will be compensated for Services performed in addition to the Services described in Section III, only when those additional Services have received prior written approval of the Contract Administrator. Compensation will be on the basis of reasonable time spent and reasonable quantities of materials used, according to the schedule of rates in Exhibit B. The Contract Administrator shall be the sole arbitrator of what shall be considered "reasonable" under this provision.
- C. The Consultant shall keep complete records of time spent and materials used on the Project so that the City may verify invoices submitted by the Consultant. Such records shall be made available to the City upon request and submitted in summary form with each invoice.

V. INSURANCE/INDEMNIFICATION

- A. The Consultant shall procure and maintain during the life of this contract, such insurance policies, including those set forth below, as will protect itself and the City from all claims for bodily injuries, death or property damage which may arise under this contract; whether the acts were made by the Consultant or by any subcontractor or anyone employed by them directly or indirectly. The following insurance policies are required:
 - 1. Professional Liability Insurance protecting the Consultant and its employees in an amount not less than \$1,000,000.
 - 2. Worker's Compensation Insurance in accordance with all applicable state and federal statutes. Further, Employers Liability Coverage shall be obtained in the following minimum amounts:
 - Bodily Injury by Accident - \$500,000 each accident
 - Bodily Injury by Disease - \$500,000 each employee
 - Bodily Injury by Disease - \$500,000 each policy limit

3. Commercial General Liability Insurance equivalent to, as a minimum, Insurance Services Office form CG 00 01 07 98. The City of Ann Arbor shall be an additional insured. There shall be no added exclusions or limiting endorsements including, but not limited to: Products and Completed Operations, Explosion, Collapse and Underground Coverage or Pollution. Further, the following minimum limits of liability are required:

\$1,000,000	Each occurrence as respect Bodily Injury Liability or Property Damage Liability, or both combined
\$2,000,000	Per Job General Aggregate
\$1,000,000	Personal and Advertising Injury

4. Motor Vehicle Liability Insurance, including Michigan No-Fault Coverages, equivalent to, as a minimum, Insurance Services Office form CA 00 01 07 97. The City of Ann Arbor shall be an additional insured. There shall be no added exclusions or limiting endorsements. Coverage shall include all owned vehicles, all non-owned vehicles and all hired vehicles. Further, the limits of liability shall be \$1,000,000 for each occurrence as respects Bodily Injury Liability or Property Damage Liability, or both combined.

5. Umbrella/Excess Liability Insurance shall be provided to apply in excess of the Commercial General Liability, Employers Liability and the Motor Vehicle coverage enumerated above, for each occurrence and for aggregate in the amount of \$1,000,000.

- B. Insurance required under V.A.3 and V.A.4 of this contract shall be considered primary as respects any other valid or collectible insurance that the City may possess, including any self-insured retentions the City may have; and any other insurance the City does possess shall be considered excess insurance only and shall not be required to contribute with this insurance. Further, the Contractor agrees to waive any right of recovery by its insurer against the City.

- C. In the case of all contracts involving on-site work, the Consultant shall provide to the City, before the commencement of any work under this contract, documentation demonstrating it has obtained the above mentioned policies. Documentation must provide and demonstrate an unconditional 30 day written notice of cancellation in favor of the City of Ann Arbor. Further, the documentation must explicitly state the following: (a) the policy number; name of insurance company; name and address of the agent or authorized representative; name and address of insured; project name; policy expiration date; and specific coverage amounts; (b) any deductibles or self-insured retentions which shall be approved by the City, in its sole discretion; (c) that the policy conforms to the requirements specified. An original certificate of insurance may be provided as an initial indication of the required insurance, provided that no later than 21 calendar days after commencement of any work the Consultant supplies a copy of the endorsements required on the policies. Upon request, the Consultant shall provide within 30 days a copy of the policy(ies) to the City. If any of the above coverages expire by their terms during the term of this contract, the Consultant shall deliver proof of renewal and/or new policies to the Administering Service Area/Unit at least ten days prior to the expiration date.
- D. Any insurance provider of Consultant shall be admitted and authorized to do business in the State of Michigan and shall carry and maintain a minimum rating assigned by A.M. Best & Company's Key Rating Guide of "A-" Overall and a minimum Financial Size Category of "V". Insurance policies and certificates issued by non-admitted insurance companies are not acceptable unless approved in writing by the City.
- E. To the fullest extent permitted by law, for any loss not covered by insurance under this contract, the Consultant shall indemnify, defend and hold the City, its officers, employees and agents harmless from all suits, claims, judgments and expenses including attorney's fees resulting or alleged to result, to its proportionate extent, from any negligent, grossly negligent, reckless and/or intentional wrongful or tortious acts or omissions by the Consultant or its employees and agents occurring in the performance of this Agreement.

VI. COMPLIANCE REQUIREMENTS

- A. Nondiscrimination. The Consultant agrees to comply with the nondiscrimination provisions of Chapter 112 of the Ann Arbor City Code and to assure that applicants are employed and that employees are treated during employment in a manner which provides equal employment opportunity and tends to eliminate any inequality based upon race, national origin or sex. The Consultant agrees to comply with the provisions of Section 9:161 of Chapter 112 of the Ann Arbor City Code, Exhibit C.

- B. Living Wage. The Consultant is a “covered employer” as defined in Chapter 23 of the Ann Arbor City Code and agrees to comply with the living wage provisions of Chapter 23 of the Ann Arbor City Code. The Consultant agrees to pay those employees providing Services to the City under this Agreement a “living wage,” as defined in Section 1:815 of the Ann Arbor City Code, as adjusted in accordance with Section 1:815(3) and specified in Exhibit D; to post a notice approved by the City of the applicability of Chapter 23 in every location in which regular or contract employees providing services under this Agreement are working; to maintain records of compliance; if requested by the City, to provide documentation to verify compliance; to take no action that would reduce the compensation, wages, fringe benefits, or leave available to any employee or person contracted for employment in order to pay the living wage required by Section 1:815; and otherwise to comply with the requirements of Chapter 23. A copy of selected provisions of Chapter 23 of the Ann Arbor City Code is attached as Exhibit D.

VII. WARRANTIES BY THE CONSULTANT

- A. The Consultant warrants that the quality of its Services under this Agreement shall conform to the level of professional quality performed by experts regularly rendering this type of service.
- B. The Consultant warrants that it has all the skills, experience, and professional licenses necessary to perform the Services specified in this Agreement.
- C. The Consultant warrants that it has available, or will engage, at its own expense, sufficient trained employees to provide the Services specified in this Agreement.
- D. The Consultant warrants that it is not, and shall not become overdue or in default to the City for any contract, debt, or any other obligation to the City including real and personal property taxes.

VIII. TERMINATION OF AGREEMENT

- A. If either party is in breach of this Agreement for a period of fifteen (15) days following receipt of notice from the non-breaching party with respect to a breach, the non-breaching party may pursue any remedies available to it against the breaching party under applicable law, including but not limited to, the right to terminate this Agreement without further notice.
- B. The City may terminate this Agreement if it decides not to proceed with the Project by notice pursuant to Article XII. If the Project is terminated for reasons other than the breach of the Agreement by the Consultant, the Consultant shall be compensated for reasonable time spent and reasonable quantities of materials used prior to notification of termination.
- C. Consultant acknowledges that, if this Agreement extends for several fiscal years,

continuation of this Agreement is subject to appropriation of funds for this Project. If funds to enable the City to effect continued payment under this Agreement are not appropriated or otherwise made available, the City shall have the right to terminate this Agreement without penalty at the end of the last period for which funds have been appropriated or otherwise made available by giving written notice of termination to the Consultant. The Contract Administrator shall give the Consultant written notice of such non-appropriation within thirty (30) days after it receives notice of such non-appropriation.

- D. The remedies provided in this Agreement will be cumulative, and the assertion by a party of any right or remedy will not preclude the assertion by such party of any other rights or the seeking of any other remedies.

IX. OBLIGATIONS OF THE CITY

- A. The City agrees to give the Consultant access to the Project area and other City-owned properties as required to perform the necessary Services under this Agreement.
- B. The City shall notify the Consultant of any defects in the Services of which the Contract Administrator has actual notice.

X. ASSIGNMENT

- A. The Consultant shall not subcontract or assign any portion of any right or obligation under this Agreement without prior written consent from the City. Notwithstanding any consent by the City to any assignment, Consultant shall at all times remain bound to all warranties, certifications, indemnifications, promises and performances, however described, as are required of it under the Agreement unless specifically released from the requirement, in writing, by the City.
- B. The Consultant shall retain the right to pledge payment(s) due and payable under this Agreement to third parties.

XI. NOTICE

All notices and submissions required under this Agreement shall be by personal delivery or by first-class mail, postage prepaid, to the address stated in this Agreement or such other address as either party may designate by prior written notice to the other. Notice shall be considered delivered under this Agreement when personally delivered to the Contract Administrator or placed in the U.S. mail, postage prepaid to the Administering Service Area/Unit, care of the Contract Administrator.

XII. CHOICE OF LAW

This Agreement will be governed and controlled in all respects by the laws of the State of Michigan, including interpretation, enforceability, validity and construction. The parties submit to the jurisdiction and venue of the Circuit Court for Washtenaw County, State of Michigan, or, if original jurisdiction can be established, the United States District Court for the Eastern District of Michigan, Southern Division, with respect to any action arising, directly or indirectly, out of this Agreement or the performance or breach of this Agreement. The parties stipulate that the venues referenced in this Agreement are convenient and waive any claim of non-convenience.

XIII. OWNERSHIP OF DOCUMENTS

Upon completion or termination of this Agreement, all documents (i.e., deliverables) prepared by or obtained by the Consultant as provided under the terms of this Agreement shall be delivered to and become the property of the City. Original basic survey notes, sketches, charts, drawings, partially completed drawings, computations, quantities and other data shall remain in the possession of the Consultant as instruments of service unless specifically incorporated in a deliverable, but shall be made available, upon request, to the City without restriction or limitation on their use. The City acknowledges that the documents are prepared only for the Project. Prior to completion of the contracted Services the City shall have a recognized proprietary interest in the work product of the Consultant.

Unless otherwise stated in this Agreement, any intellectual property owned by Consultant prior to the effective date of this Agreement (i.e., preexisting information) shall remain the exclusive property of Consultant even if such Preexisting Information is embedded or otherwise incorporated in materials or products first produced as a result of this Agreement or used to develop Deliverables. The City's right under this provision shall not apply to any Preexisting Information or any component thereof regardless of form or media.

XIV. CONFLICT OF INTEREST

Consultant certifies it has no financial interest in the Services to be provided under this Agreement other than the compensation specified herein. Consultant further certifies that it presently has no personal or financial interest, and shall not acquire any such interest, direct or indirect, which would conflict in any manner with its performance of the Services under this Agreement.

XV. SEVERABILITY OF PROVISIONS

Whenever possible, each provision of this Agreement will be interpreted in a manner as to be effective and valid under applicable law. However, if any provision of this Agreement or the application of any provision to any party or circumstance will be prohibited by or invalid under applicable law, that provision will be ineffective to the extent of the prohibition or invalidity without invalidating the remainder of the provisions of this Agreement or the application of the provision to other parties and circumstances.

XVI. EXTENT OF AGREEMENT

This agreement represents the entire understanding between the City and the Consultant and it supersedes all prior representations or agreements whether written or oral. Neither party has relied on any prior representations, of any kind or nature, in entering into this agreement. This agreement may be altered, amended or modified only by written amendment signed by the Consultant and the City.

XVII. OWNERSHIP OF DOCUMENTS

Upon completion or termination of this agreement, all documents prepared by the Consultant, including tracings, drawings, estimates, specifications, field notes, investigations, studies and reports shall become the property of, and, at the option of the City, be delivered to, the City. The City acknowledges that the documents are prepared only for the Project. Prior to completion of the contracted Services the City shall have a recognized proprietary interest in the work product of the Consultant.

For Consultant

For City of Ann Arbor

By _____
Andrew J. McCune, P.E.
Senior Vice President

By _____
John Hieftje, Mayor

By _____
Jacqueline Beaudry, City Clerk

Approved as to form and content

Approved as to substance

By _____
Stephen K. Postema, City Attorney

By _____
Roger W. Fraser, City Administrator

By _____
Sue F. McCormick
Public Services Area Administrator

EXHIBIT A

SCOPE OF SERVICES

Project Understanding and Assumptions

Based on information provided in the Request for Proposals (RFP), discussions with the CITY, and field visits, the following criteria and project understandings form the basis of our Proposal.

- This project involves the replacement of the existing 12-inch water main on Washtenaw Avenue, from approximately 250 feet east of Yost Boulevard to a distance approximately 350 feet west of the intersection of South Huron Parkway and Washtenaw Avenue.
- The CONSULTANT will obtain from the CITY, and other sources as necessary, “as-built” drawings, GIS data, service lead information, historical break records, plat maps, tax records, ROW plans, condominium documents, private utility location and “as-built” drawing, and any other pertinent information as available and appropriate to characterize existing utility services and features in the vicinity of the project work area.
- All planned improvements will be performed in the CITY of Ann Arbor and MDOT right-of-way (ROW) and no easements are required.
- The CITY will provide CONSULTANT access to the project site during design of the Project.
- The location of the new main has been determined to be the service drive on the south side of Washtenaw Avenue.
- The Michigan Department of Transportation intends to resurface Washtenaw Avenue in the area of the water main project in the summer of 2008. The CITY will not be able to complete the water main improvements before the MDOT resurfacing project and, therefore, construction is not anticipated to begin until spring of 2009.
- Based on the location of the existing water mains, it will be necessary to install the proposed water main within portions of the resurfaced pavement. These excavations will also require lane closures to complete. CONSULTANT shall design the water main such that disruption of this new pavement and traffic will be minimized as part of the design process.
- Wetlands are not present on this project and no budget has been established for delineation, permitting, or construction.
- It will be necessary to cross the enclosed Mallets Creek. A permit application and subsequent submittal to the Washtenaw County Drain Commission will be required.
- All fees associated with permit applications, construction permits, plan reviews, bonds, advertisements, and recordings/filings will be paid for by the CITY.

**EXHIBIT A
SCOPE OF SERVICES
WELL FIELD WATER MAIN REPLACEMENT PROJECT**

Project Understanding and Assumptions

Based on information provided in the Scope of Services document emailed on March 22, 2008, page 418 of the City of Ann Arbor, Michigan, FY2008-2013 Capital Improvements Plan (CIP), CITY as-built and GIS drawings, and discussions with the CITY, the following criteria and project understandings form the basis of our Proposal.

- This project involves replacement of approximately 6,000 feet of raw water main within the Steere Farm Well Field and along S. State Street to Ellsworth Road.
- An evaluation of the pipe size, material, alignment, and method of construction will be required to meet the CITY-identified transmission capacity for the well field.
- The Steere Farms well field is an integral part of the water supply of Ann Arbor. As such, the design for replacing the raw water main shall take into account continuous service from the wells. Discontinuation of service during construction is not acceptable. Parallel construction techniques will be used.
- The CONSULTANT will obtain from the CITY, and other sources as necessary, "as-built" drawings of the existing raw water main, GIS data, shop drawings, pump curve data, service lead information, historical break records, plat maps, tax records, ROW plans, condominium documents, well operational reports including any pressure surge data, private utility location and "as-built" drawing, and all other pertinent information as available and appropriate to characterize existing utility services and features in the vicinity of the project work area.
- The CITY will provide the CONSULTANT access to the project site during design of the project.
- According to the National Wetlands Inventory website, wetlands may be present near this project. The CONSULTANT will provide a certified wetland delineator to determine if wetlands exist, properly locate them, and attempt to avoid design improvements within existing wetlands, or buffer areas, as defined within Chapter 60 of the CITY's ordinance should they be present.
- Tree removal may be required depending on final determined route of new water main. The CONSULTANT will minimize, to the greatest extent possible, the need to remove any trees.
- All fees associated with permit applications, construction permits, plan reviews, bonds, advertisements, and recordings/filings will be paid for by the CITY.
- The CITY will review documents prepared by the CONSULTANT and provide comments within a two week period.
- The CONSULTANT will attend and facilitate meetings as indicated in the Scope of Services and provide written meeting minutes.

- Adjustments in horizontal and vertical road alignments will not be required as part of this project.
- Sidewalks and pathways will be replaced if they are disturbed within the limits of construction.
- Sidewalk ramps that are disturbed shall be designed in accordance with applicable ADA requirements. The plans for the replacement of any disturbed ramps shall be prepared in accordance with the CITY's consent agreement requirements, drawing standards, and provided "typical" plans.
- If removed as part of this work, paved drive approaches will be replaced in kind. Gravel approaches will be replaced with HMA. Greenbelt areas will be replaced with top soil and class "A" seed mixtures, and mulch blankets meeting CITY requirements.
- Existing fire hydrant coverage and hose lay requirements will be checked by the CONSULTANT. Deficiencies shall be reported to the CITY for review and consideration. It is understood that hydrants will be placed in approximately the same location as existing hydrants as long as the location meets the CITY and the Michigan Department of Environmental Quality (MDEQ) spacing requirements. New fire hydrant installations will be in locations as approved by the CITY.
- All planned improvements will be performed in the CITY right-of-way (ROW). It is anticipated that no new easements or grading permits are required.
- Water main, fire hydrants, service leads, meter pits, gate valves and wells, and other water main appurtenances shall be designed in accordance with the CITY Public Services Department Standard Details and Specifications.
- Traffic study, environmental impact study, water or sewer study and modeling, pump station design, drainage improvement study, lighting, landscaping and irrigation plans and other types of services not specifically described in the Scope of Services are not included in this scope of work.
- Construction services are not included in the Scope of Services.

Scope of Services

This project involves replacement of approximately 6,000 feet of raw water main within the Steere Farm Well Field and along S. State Street to Ellsworth Road.

PHASE I

- A design kick-off meeting will be held with the CITY personnel, pertinent airport staff and utilities to discuss the project, project objectives, potential water main alignment(s), available data, project stakeholders, schedule, and the required construction staging of the project.
- Utility companies will be contacted by the CONSULTANT to obtain information on their facilities within the project area. This information will be added to the topographic survey.

- Review technical memo(s), current system design/construction documents, proposed improvements identified in the 2004 Facilities Master Plan (i.e., well line improvements and new booster pump station), “as constructed drawings” and hydraulics of the entire system from the well field to the water treatment plant. Review of this information is intended to provide an understanding of the well field to water plant system hydraulics. This information, together with proposed force main sizes, materials and alignment, will be the basis of the system head curves to be developed for the various sizes and alignments.
- Meet with CITY water treatment plant and field personnel and perform inventory of existing pertinent Well Field water main system.
- Determine up to three water main alignments, in a sequential manner, through the well field site and along S. State Street to Ellsworth Road. Each alignment drawing shall be prepared at 40 scale meeting the 30% submittal requirements. The CITY shall review and comment on the alignments. The CONSULTANT shall recommend for the CITY’s review and consideration a preferred alternative alignment.
- Prepare a system head curve(s) for various pipe sizes and alignments using Hazen Williams C factor as appropriate for the material selected. By superimposing the well pump curves, select an appropriate size for each water main alignment to achieve the desired pumping rate. Submit the system head curves and review with CITY for concurrence.
- CONSULTANT shall perform a visual site survey with a certified wetland delineator to properly identify and flag existing wetland boundaries within the vicinity of the proposed alternative alignments.
- Geotechnical data will be obtained along each proposed alternative alignment through soil borings for use in recommending pipe materials and preparing cost estimates and in the design and construction of the improvements. (See attached proposal for a detailed description of these services.) The CONSULTANT and the SUB-CONSULTANT shall be available to meet with the CITY to discuss the report and revise it as required by the CITY.
- Perform pipe material review including evaluating several pipe materials, relative to corrosion, pressure (working and transient), ease of construction and material cost. A pipe material will be recommended to and reviewed with the CITY for their selection.
- Review the alignments, pipe sizes and materials, geotechnical data and construction costs with the CITY and other project stakeholders and together select a preferred alignment that best meets the CITY’s needs.
- Perform an evaluation and present alternatives for addressing surge control and flow metering including performing a surge analysis and preparing a written report. The surge analysis shall be prepared on the basis of the pipe material selected. Consideration shall be given to the status of the meter vault and if it can be eliminated. Design of surge anticipators or new meters will include related electrical design in accordance with applicable standards, in support of instrumentation for meters, recorders, transmitters to a SCADA, and automatic valves. Surge valve details and specifications will also be prepared. Design of the instrumentation system will be in accordance with criteria for communication with the existing system provided by the CITY.

- Prepare a written report summarizing the results of the items above including a preliminary construction cost estimate of the selected alternate. All parties shall agree to the selected route prior to beginning the topographic survey.

PHASE II

- A topographic survey will be obtained along the selected alignment of the project. The topographic survey will extend approximately 100 feet to each side of the proposed alignment and will include all existing land features and sufficient spot elevations to create 1-foot contour intervals along the preferred water main alignment. The topographic survey will include all site and cultural features and shall include tree size, location, and genus and species of all trees six inches in diameter DBH and greater within the survey limits. The survey will be obtained using the CITY's official datum of NAVD88 (vertical) and NAD83 (horizontal) in international feet.
- Preliminary alignment drawings will be prepared. These drawings will provide existing topography, existing utilities, all utility crossings in profile view, alignment and profile of the water main and potential utility conflicts, thrust restraint and proposed methods of water main interconnection will be provided. These drawings will be at a horizontal scale of 1"=40' and a vertical scale of 1"=4'. The purpose of these drawings will be to depict the proposed concept. These plans will not include all design information, construction notes, or construction details. These drawings will serve as our 30% submittal.
- Three copies of the 30% plans will be submitted to the CITY for review.
- Plans will be submitted to the utility companies to coordinate the relocation of any existing utilities.
- A plan review meeting will be held with the CITY. The purpose of the meeting will be to obtain comments on the design concept presented in the 30% plans. The CONSULTANT will discuss the location of the proposed water main, as well as the impacts the construction will have on the individual stakeholders, the existing raw water main, and the surrounding site features.
- Plans will be revised incorporating the CITY's comments. The plan will consist of a plan view and associated profile on each sheet. The plan view will be at a scale of 1" = 40' and the profile scale will be 1" = 4'. The plan view will show the existing topographic features, existing utilities, all utility crossings, proposed improvements, details, notes, and construction sequencing. The profile view will show the existing utilities and the proposed water main.
- Prepare maintenance of traffic plans in accordance with MMUTCD and the CITY. Plan set sheet(s) will be reproduced and distributed to residents and businesses in a format suitable for their use.
- Prepare a detailed construction sequencing plan and associated detailed specification for inclusion in the contract documents.
- Prepare a Soil Erosion and Sedimentation Control Plan in accordance with the MDEQ and CITY Standards.
- The CONSULTANT shall perform an internal QA/QC review of the 60% complete construction plans.

- Contract documents and technical specifications meeting the CITY's requirements will be prepared on the CITY's standard contract forms.
- An estimate of probable construction costs will be prepared in MERL format and submitted in both written and electronic form.
- Three plan sets, draft specifications and contract documents, and the estimate of probable construction cost will be submitted to the CITY for review when the plans are 90% complete.
- The CONSULTANT shall perform an internal QA/QC review of 90% design plans, draft specifications and contract documents, including one submittal to another office for peer review and an in-house review with project team members.
- The design plans, draft specifications, and contract documents will be revised based on comments received from the CITY and from the internal QA/QC review.
- The CONSULTANT will prepare permit applications for the Act 399 MDEQ Permit and the CITY.
- The plans and applications will be submitted to the necessary regulatory agencies including the CITY and the MDEQ in order to obtain construction permit approvals. The CONSULTANT will address comments relative to the planned improvements the MDEQ may have in order to obtain the permit approvals. MDEQ comments and directives outside the planned improvements will be brought to the CITY's attention. Any required changes shall be incorporated into the plans and specifications by the CONSULTANT.
- Up to 40 sets of bid documents (specifications and contract documents) will be provided at the time of construction bidding, as well as a CD of the digital files.
- The CONSULTANT shall attend a prebid meeting with prospective contractors to address any questions that may arise regarding the project or the bid documents.
- The CONSULTANT shall provide written responses to any contract inquiries for which the CITY requires assistance. The CONSULTANT shall also prepare any required addenda during the bidding process on standard CITY forms.
- The CONSULTANT will assist the CITY in receiving and evaluating the bids.

EXHIBIT C
FAIR EMPLOYMENT PRACTICE

The consultant, its agents or sub-contractors, shall comply with all requirements of Chapter 112 of Title IX of the Code of the City of Ann Arbor and in particular the following excerpts therefrom:

9:161 NONDISCRIMINATION BY CITY CONTRACTORS

- (1) All contractors proposing to do business with the City of Ann Arbor shall satisfy the nondiscrimination administrative policy adopted by the City Administrator in accordance with the guidelines of this section. All contractors shall receive approval from the Director prior to entering into a contract with the City, unless specifically exempted by administrative policy. All City contractors shall take affirmative action to insure that applicants are employed and that employees are treated during employment in a manner which provides equal employment opportunity and tends to eliminate inequality based upon race, national origin or sex.
- (2) Each prospective contractor shall submit to the City data showing current total employment by occupational category, sex and minority group. If, after verifying this data, the Director concludes that it indicates total minority and female employment commensurate with their availability within the contractor's labor recruitment area, i.e., the area from which the contractor can reasonably be expected to recruit, said contractor shall be accepted by the Director as having fulfilled affirmative action requirements for a period of one year at which time the Director shall conduct another review. Other contractors shall develop an affirmative action program in conjunction with the Director. Said program shall include specific goals and timetables for the hiring and promotion of minorities and females. Said goals shall reflect the availability of minorities and females within the contractor's labor recruitment area. In the case of construction contractors, the Director shall use for employment verification the labor recruitment area of the Ann Arbor-Ypsilanti standard metropolitan statistical area. Construction contractors determined to be in compliance shall be accepted by the Director as having fulfilled affirmative action requirements for a period of six (6) months at which time the Director shall conduct another review.
- (3) In hiring for construction projects, contractors shall make good faith efforts to employ local persons, so as to enhance the local economy.
- (4) All contracts shall include provisions through which the contractor agrees, in addition to any other applicable Federal or State labor laws:
 - (a) To set goals, in conference with the Human Resources Director, for each job category or division of the work force used in the completion of the City work;

- (b) To provide periodic reports concerning the progress the contractor has made in meeting the affirmative action goals it has agreed to;
 - (c) To permit the Director access to all books, records and accounts pertaining to its employment practices for the purpose of determining compliance with the affirmative action requirements.
- (5) The Director shall monitor the compliance of each contractor with the nondiscrimination provisions of each contract. The Director shall develop procedures and regulations consistent with the administrative policy adopted by the City Administrator for notice and enforcement of non-compliance. Such procedures and regulations shall include a provision for the posting of contractors not in compliance.
- (6) All City contracts shall provide further that breach of the obligation not to discriminate shall be a material breach of the contract for which the City shall be entitled, at its option, to do any or all of the following:
- (a) To cancel, terminate, or suspend the contract in whole or part and/or refuse to make any required periodic payments under the contract;
 - (b) Declare the contractor ineligible for the award of any future contracts with the City for a specified length of time;
 - (c) To recover liquidated damages of a specified sum, said sum to be that percentage of the labor expenditure for the time period involved which would have accrued to minority group members had the affirmative action not been breached;
 - (d) Impose for each day of non-compliance, liquidated damages of a specified sum, based upon the following schedule:

<u>Contract Amount</u>	<u>Assessed Damages Per Day of Non-Compliance</u>
\$ 10,000 - 24,999	\$25.00
25,000 - 99,999	50.00
100,000 - 199,999	100.00
200,000 - 499,999	150.00
500,000 - 1,499,999	200.00
1,500,000 - 2,999,999	250.00
3,000,000 - 4,999,999	300.00
5,000,000 - and above	500.00

- (e) In addition the contractor shall be liable for any costs or expenses incurred by the City of Ann Arbor in obtaining from other sources the work and services to be rendered or performed or the goods or properties to be furnished or delivered to the City under this contract.

EXHIBIT D
LIVING WAGE REQUIREMENTS

If a "covered employer," Contractor will comply with all the requirements of Chapter 23 of the Ann Arbor City Code (Sections 1:811 B 1:821), in particular but not limited to the following sections thereof:

1:813. Definitions.

For purposes of this Chapter, the following definitions shall apply:

- (1) "Contractor/vendor" is a person or entity that has a contract with the City primarily for the furnishing of services where the total amount of the contract or contracts with the City exceeds \$10,000 for any 12month period. "Contractor/vendor" does not include a person or entity that has a contract with the City primarily for the purchase of goods or property, or for the lease of goods or property to or from the City.
- (2) "Covered Employee" means a person employed by a covered employer to perform services which are covered or funded by the contract with or grant from the City; provided, however, that persons who are employed pursuant to federal, state or local laws relating to prevailing wages shall be exempt from this Chapter.
- (3) "Covered Employer" means a contractor/vendor or grantee that has not been granted an exemption from this Chapter pursuant to Section 1:817.
- (4) "Employee" means an individual who provides personal services performed for wages under any contract calling for the performance of personal services, whether written or oral, express or implied. The term "employee" does not include any individual who volunteers to perform services for an employer if
 - (a) The individual receives no compensation or is paid expenses, reasonable benefits, or a nominal fee to perform the services for which the individual volunteered; and
 - (b) Such services are not the same type of services which the individual is employed to perform for such employer.
- (5) "Employee Health Benefits" or "Health Benefits" means providing health care benefits for employees (or employees and their dependents) at employer cost or making an employer contribution toward the purchase of such health care benefits for employees (or employees and their dependents), provided that the employer cost or contribution equals no less than \$1 an hour for the average work week of such employee, and provided further that any employee payment or contribution

toward health care shall not exceed 50 cents an hour for the average work week for such employee.

- (6) "Grant" means any form of financial assistance to a "Grantee" as set forth and defined in Section 1:813(7). "Grant" does not include financial assistance used for the purchase or lease of property or other nonpersonnel costs.
- (7) "Grantee" is a person or entity that is a recipient of any financial assistance from the City in the form of any federal, state or local grant program administered by the City, revenue bond financing, tax increment financing, tax abatement, tax credit, direct grant, or any other form of financial assistance that exceeds \$10,000 for any 12month period, including any contractors, subcontractors, or leaseholders of the grantee whose contract, subcontract or lease with the grantee exceeds \$10,000 for any 12month period.
- (8) "Living Wage" means a wage equal to the levels established in Section 1:815.
- (9) "Person" means any individual, copartnership, corporation, association, club, joint adventure, estate, trust, and any other group or combination acting as a unit, and the individuals constituting such group or unit.
- (10) "\$10,000 for any 12 month period" is computed by taking the total amount of the contract, grant or loan and dividing it by the number of months the contract, grant or loan covers.

1:814. Applicability.

- (1) This Chapter shall apply to any person that is a contractor/vendor or grantee as defined in Section 1:813 that employs or contracts with five (5) or more individuals; provided, however, that this Chapter shall not apply to a nonprofit contractor/vendor or nonprofit grantee unless it employs or contracts with ten (10) or more individuals.
- (2) This Chapter shall apply to any grant, contract, or subcontract or other form of financial assistance awarded to or entered into with a contractor/vendor or grantee after the effective date of this Chapter and to the extension or renewal after the effective date of this Chapter of any grant, contract, or subcontract or other form of financial assistance with a contractor/vendor or grantee.

1:815. Living Wages Required.

- (1) Every contractor/vendor or grantee, as defined in Section 1:813, shall pay its covered employees a living wage as established in this Section.

- (a) For a covered employer that provides employee health care to its employees, the living wage shall be \$8.70 an hour, or the adjusted amount hereafter established under Section 1:815(3).
 - (b) For a covered employer that does not provide health care to its employees, the living wage shall be \$10.20 a hour, or the adjusted amount hereafter established under Section 1:815(3).
- (2) In order to qualify to pay the living wage rate for covered employers providing employee health care under subsection 1:815(1)(a), a covered employer shall furnish proof of said health care coverage and payment therefor to the City Administrator or his/her designee.
- (3) The amount of the living wage established in this Section shall be adjusted upward no later than April 30, 2002, and every year thereafter by a percentage equal to the percentage increase, if any, in the federal poverty guidelines as published by the United States Department of Health and Human Services for the years 2001 and 2002. Subsequent annual adjustments shall be based upon the percentage increase, if any, in the United States Department of Health and Human Services poverty guidelines when comparing the prior calendar year's poverty guidelines to the present calendar year's guidelines. The applicable percentage amount will be converted to an amount in cents by multiplying the existing wage under Section 1.815(1)(b) by said percentage, rounding upward to the next cent, and adding this amount of cents to the existing living wage levels established under Sections 1:815(1)(a) and 1:815(1)(b). Prior to April 1 of each calendar year, the City will notify any covered employer of this adjustment by posting a written notice in a prominent place in City Hall, and, in the case of a covered employer that has provided an address of record to the City, by a written letter to each such covered employer.

1:816. Employees Covered.

A covered employer shall pay each of its employees performing work on any covered contract or grant with the City no less than a living wage as defined in Section 1:815.

1:817. Exemptions.

Notwithstanding any other provisions in this Chapter, the following exemptions shall apply:

- (1) Sweat equity contracts for home construction or rehabilitation grant will not subject the grantee to coverage under this Chapter. Housing construction or rehabilitation grants or contracts that are passed through to a contractor in their entirety are exempt from the provisions of this Chapter, even when the City participates in the selection of the contractor.

- (2) For any contract or grant, the City Council may grant a partial or complete exemption from the requirements of this Chapter if it determines one of the following:
 - (a) To avoid any application of this Chapter that would violate federal, state or local law(s); or
 - (b) The application of this Chapter would cause demonstrated economic harm to an otherwise covered employer that is a nonprofit organization, and the City Council finds that said harm outweighs the benefits of this Chapter; provided further that the otherwise covered nonprofit employer shall provide a written plan to fully comply with this Chapter within a reasonable period of time, not to exceed three years, and the City Council then agrees that granting a partial or complete exemption is necessary to ameliorate the harm and permit the nonprofit organization sufficient time to reach full compliance with this Chapter.
- (3) A loan shall be considered a grant under this ordinance only to the extent that a loan is provided at below market interest rates and then only the difference between the amount of the loan and the present value of the payments thereunder, discounted over the life of the loan, shall be treated as financial assistance under this ordinance.
- (4) A payment of funds for the purpose of purchasing services, property, or goods on behalf of individuals being assisted by a covered employer or potentially covered employer (sometimes known as a "pass through" grant) that is used for said purchases shall not be considered a grant; such funds shall be considered a grant only to the extent that any such funds are retained by the covered employer or potentially covered employer to provide financial assistance and support to its own operations.

1:818. Monitoring and Enforcement.

- (1) Every covered employer shall agree to the payment of a living wage as a condition of entering into or renewing a covered contract or grant with the City, shall agree to post a notice regarding the applicability of this Chapter in every work place or other location in which employees or other persons contracted for employment are working, and shall agree to provide payroll records or other documentation as deemed necessary within ten (10) business days from the receipt of the City's request. All City contracts and grants covered by this Chapter shall provide that a violation of the living wage requirements of this Chapter shall be a material breach of the contract or grant. The Human Rights Office of the City shall monitor the compliance of each contractor/vendor or grantee under procedures developed by the Human Rights Office and approved by the City Administrator.

- (2) Each covered employer shall submit to the Human Rights Office of the City information regarding number of employees and applicable wage rates of its employees covered by this Chapter in such manner as requested by that office. At the request of the Human Rights Office, any contractor/vendor or grantee shall provide satisfactory proof of compliance with the living wage provisions of this Chapter.
- (3) Any person may submit a complaint or report of a violation of this Chapter to the Human Rights Office. Upon receipt of such a complaint or report, the Human Rights Office shall investigate to determine if there has been a violation.

1:819. Penalties and Enforcement.

- (1) A violation of any provision of this Chapter is a civil infraction punishable by a fine of not more than \$500.00 plus all costs of the action. The Court may issue and enforce any judgment, writ, or order necessary to enforce this Chapter, including payment to the affected employee or employees of the difference between wages actually paid and the living wage that should have been paid, interest, and other relief deemed appropriate.
- (2) Each day upon which a violation occurs shall constitute a separate violation.
- (3) In addition to enforcement under Subsections (1) and (2), the City shall have the right to modify, terminate, and/or seek specific performance of any contract or grant with an affected covered employer or to cancel, terminate or suspend the contract in whole or in part and/or to refuse any further payments under the contract or grant;
- (4) Nothing contained in this Chapter shall be construed to limit in any way the remedies, legal or equitable, which are available to the City or any other person for the correction of violations of this Chapter

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1:821. Other Provisions.

- (1) No affected covered employer shall reduce the compensation, wages, fringe benefits, or leave available to any covered employee or person contracted for employment in order to pay the living wage required by this Chapter.

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- (3) No employee covered by a federal, state or local law requiring the payment of prevailing wages shall be covered by this Chapter.
- (4) This Chapter shall not be construed to apply to any person or entity that is a tax exempt religious, educational or charitable organization under state or federal law, but is not a contractor/vendor or grantee as defined in Section 1:813.

- (5) This Chapter shall not be applicable to the establishment and/or continuation of the following if developed specifically for high school and/or college students:
- (a) A bona fide training program;
 - (b) A summer or youth employment program;
 - (c) A work study, volunteer/public service, or internship program.

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