

**PROFESSIONAL SERVICES AGREEMENT BETWEEN  
ORCHARD, HILTZ & MCCLIMENT, INC.  
AND THE CITY OF ANN ARBOR  
FOR PROFESSIONAL SERVICES**

This agreement ("Agreement") is between the City of Ann Arbor, a Michigan municipal corporation, having its offices at 301 E. Huron St. Ann Arbor, Michigan 48104 ("City"), and Orchard, Hiltz & McCliment, Inc. (dba OHM Advisors) ("Contractor"), a(n) Michigan Corporation with its address at 3400 Plymouth Road, Livonia, MI 48150.

City and Contractor are referred to collectively herein as the "Parties." The Parties agree as follows:

**I. DEFINITIONS**

Administering Service Area/Unit means Public Services - Engineering.

Contract Administrator means Nicholas Hutchinson, 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 and delivered to City by Contractor under this Agreement.

Project means Streetlight Replacement and Asset Management

**II. DURATION**

Contractor shall commence performance on September 24, 2020 ("Commencement Date"). This Agreement shall remain in effect until satisfactory completion of the Services specified below unless terminated as provided for in Article XI. The terms and conditions of this Agreement shall apply to the earlier of the Effective Date or Commencement Date.

**III. SERVICES**

- A. The Contractor 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 compensation 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 quality performed by persons regularly rendering this type of service. Determination of acceptable quality shall be made solely by the Contract Administrator.
- C. The Contractor 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. The Contractor shall also comply with and be subject to the City of Ann Arbor policies applicable to independent contractors.
- D. The Contractor may rely upon the accuracy of reports and surveys provided to it by the City (if any) 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. INDEPENDENT CONTRACTOR**

The Parties agree that at all times and for all purposes under the terms of this Agreement each Party's relationship to any other Party shall be that of an independent contractor. Each Party will be solely responsible for the acts of its own employees, agents, and servants. No liability, right, or benefit arising out of any employer/employee relationship, either express or implied, shall arise or accrue to any Party as a result of this Agreement.

Contractor does not have any authority to execute any contract or agreement on behalf of the City, and is not granted any authority to assume or create any obligation or liability on the City's behalf, or to bind the City in any way.

#### **V. COMPENSATION OF CONTRACTOR**

- A. The Contractor 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 Contractor, and approved by the Contract Administrator.
- B. The Contractor will be compensated for Services performed in addition to the Services described in Article III, only when the scope of and compensation for those additional Services have received prior written approval of the Contract Administrator.
- C. The Contractor shall keep complete records of work performed (e.g. tasks performed, hours allocated, etc.) so that the City may verify invoices submitted by the Contractor. Such records shall be made available to the City upon request and submitted in summary form with each invoice.

## **VI. INSURANCE/INDEMNIFICATION**

- A. The Contractor shall procure and maintain from the Effective Date or Commencement Date of this Agreement (whichever is earlier) through the conclusion of this Agreement, such insurance policies, including those set forth in Exhibit C, as will protect itself and the City from all claims for bodily injuries, death or property damage that may arise under this Agreement; whether the act(s) or omission(s) giving rise to the claim were made by the Contractor, any subcontractor, or anyone employed by them directly or indirectly. Prior to commencement of work under this Agreement, Contractor shall provide to the City documentation satisfactory to the City, through City-approved means (currently myCOI), demonstrating it has obtained the policies and endorsements required by Exhibit C. Contractor shall add registration@mycoitracking.com to its safe sender's list so that it will receive necessary communication from myCOI. When requested, Contractor shall provide the same documentation for its subcontractor(s) (if any).
- B. Any insurance provider of Contractor shall be 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-authorized insurance companies are not acceptable unless approved in writing by the City.
- C. To the fullest extent permitted by law, Contractor 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, from any acts or omissions by Contractor or its employees and agents occurring in the performance of or breach in this Agreement, except to the extent that any suit, claim, judgment or expense are finally judicially determined to have resulted from the City's negligence or willful misconduct or its failure to comply with any of its material obligations set forth in this Agreement.

## **VII. COMPLIANCE REQUIREMENTS**

- A. Nondiscrimination. The Contractor agrees to comply, and to require its subcontractor(s) to comply, with the nondiscrimination provisions of MCL 37.2209. The Contractor further agrees to comply with the provisions of Section 9:158 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.

- B. Living Wage. If the Contractor is a “covered employer” as defined in Chapter 23 of the Ann Arbor City Code, the Contractor agrees to comply with the living wage provisions of Chapter 23 of the Ann Arbor City Code. The Contractor 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); 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.

### **VIII. WARRANTIES BY THE CONTRACTOR**

- A. The Contractor warrants that the quality of its Services under this Agreement shall conform to the level of quality performed by persons regularly rendering this type of service.
- B. The Contractor warrants that it has all the skills, experience, and professional licenses (if applicable) necessary to perform the Services pursuant to this Agreement.
- C. The Contractor warrants that it has available, or will engage, at its own expense, sufficient trained employees to provide the Services pursuant to this Agreement.
- D. The Contractor warrants that it has no personal or financial interest in the Project other than the fee it is to receive under this Agreement. The Contractor further certifies that it shall not acquire any such interest, direct or indirect, which would conflict in any manner with the performance of the Services it is to provide pursuant to this Agreement. Further Contractor agrees and certifies that it does not and will not employ or engage any person with a personal or financial interest in this Agreement.
- E. The Contractor 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. Further Contractor agrees that the City shall have the right to set off any such debt against compensation awarded for Services under this Agreement.
- F. The Contractor warrants that its proposal for services was made in good faith, it arrived at the costs of its proposal independently, without consultation, communication or agreement, for the purpose of restricting completion as to any matter relating to such fees with any competitor for these Services; and no attempt has been made or shall be made by the Contractor to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.

- G. The person signing this Agreement on behalf of Contractor represents and warrants that she/he has express authority to sign this Agreement for Contractor and agrees to hold the City harmless for any costs or consequences of the absence of actual authority to sign.

**IX. OBLIGATIONS OF THE CITY**

- A. The City agrees to give the Contractor 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 Contractor of any defects in the Services of which the Contract Administrator has actual notice.

**X. ASSIGNMENT**

- A. The Contractor 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, Contractor 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 Contractor shall retain the right to pledge payment(s) due and payable under this Agreement to third parties.

**XI. 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. The waiver of any breach by any party to this Agreement shall not waive any subsequent breach by any party.
- B. The City may terminate this Agreement, on at least thirty (30) days advance notice, for any reason, including convenience, without incurring any penalty, expense or liability to Contractor, except the obligation to pay for Services actually performed under the Agreement before the termination date.
- C. Contractor 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 Contractor. The Contract Administrator shall give Contractor

written notice of such non-appropriation within thirty (30) days after it receives notice of such non-appropriation.

- D. The provisions of Articles VI and VIII shall survive the expiration or earlier termination of this Agreement for any reason. The expiration or termination of this Agreement, for any reason, shall not release either party from any obligation or liability to the other party, including any payment obligation that has already accrued and Contractor's obligation to deliver all Deliverables due as of the date of termination of the Agreement.

## **XII. REMEDIES**

- A. This Agreement does not, and is not intended to, impair, divest, delegate or contravene any constitutional, statutory and/or other legal right, privilege, power, obligation, duty or immunity of the Parties.
- B. All rights and remedies provided in this Agreement are cumulative and not exclusive, and the exercise by either party of any right or remedy does not preclude the exercise of any other rights or remedies that may now or subsequently be available at law, in equity, by statute, in any agreement between the parties or otherwise.
- C. Absent a written waiver, no act, failure, or delay by a Party to pursue or enforce any rights or remedies under this Agreement shall constitute a waiver of those rights with regard to any existing or subsequent breach of this Agreement. No waiver of any term, condition, or provision of this Agreement, whether by conduct or otherwise, in one or more instances, shall be deemed or construed as a continuing waiver of any term, condition, or provision of this Agreement. No waiver by either Party shall subsequently effect its right to require strict performance of this Agreement.

## **XIII. NOTICE**

All notices and submissions required under this Agreement shall be delivered to the respective party in the manner described herein to the address stated below or such other address as either party may designate by prior written notice to the other. Notices given under this Agreement shall be in writing and shall be personally delivered, sent by next day express delivery service, certified mail, or first class U.S. mail postage prepaid, and addressed to the person listed below. Notice will be deemed given on the date when one of the following first occur: (1) the date of actual receipt; (2) the next business day when notice is sent next day express delivery service or personal delivery; or (3) three days after mailing first class or certified U.S. mail.

If Notice is sent to the CONTRACTOR, it shall be addressed and sent to:

Orchard, Hiltz & McCliment, Inc. (dba OHM Advisors)  
3400 Plymouth Road  
Livonia, MI 48150  
Attn: Robert Czachorski, P.E.

If Notice is sent to the CITY, it shall be addressed and sent to:

City of Ann Arbor  
c/o Public Services – Engineering  
301 E. Huron St.  
Ann Arbor, Michigan 48104  
Attn: Nicholas Hutchinson, P.E.

With a copy to: The City of Ann Arbor  
ATTN: Office of the City Attorney  
301 East Huron Street, 3<sup>rd</sup> Floor  
Ann Arbor, Michigan 48104

#### **XIV. CHOICE OF LAW AND FORUM**

This Agreement will be governed and controlled in all respects by the laws of the State of Michigan, including interpretation, enforceability, validity and construction, excepting the principles of conflicts of law. 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.

#### **XV. OWNERSHIP OF DOCUMENTS**

Upon completion or termination of this Agreement, all documents (i.e., Deliverables) prepared by or obtained by the Contractor 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 Contractor 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 Contractor.

#### **XVI. CONFLICTS OF INTEREST OR REPRESENTATION**

Contractor certifies it has no financial interest in the Services to be provided under this Agreement other than the compensation specified herein. Contractor 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.

Contractor agrees to advise the City if Contractor has been or is retained to handle any matter in which its representation is adverse to the City. The City's prospective consent to the Contractor's representation of a client in matters adverse to the City, as identified above, will not apply in any instance where, as the result of Contractor's representation, the Contractor has obtained

sensitive, proprietary or otherwise confidential information of a non-public nature that, if known to another client of the Contractor, could be used in any such other matter by the other client to the material disadvantage of the City. Each matter will be reviewed on a case by case basis.

#### **XVII. 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.

#### **XVIII. EXTENT OF AGREEMENT**

This Agreement, together Exhibits A, B, and C, constitutes the entire understanding between the City and the Contractor with respect to the subject matter of the Agreement and it supersedes, unless otherwise incorporated by reference herein, all prior representations, negotiations, agreements or understandings whether written or oral. Neither party has relied on any prior representations, of any kind or nature, in entering into this Agreement. No terms or conditions of either party's invoice, purchase order or other administrative document shall modify the terms and conditions of this Agreement, regardless of the other party's failure to object to such form. This Agreement shall be binding on and shall inure to the benefit of the parties to this Agreement and their permitted successors and permitted assigns and nothing in this Agreement, express or implied, is intended to or shall confer on any other person or entity any legal or equitable right, benefit, or remedy of any nature whatsoever under or by reason of this Agreement. This Agreement may only be altered, amended or modified by written amendment signed by the Contractor and the City. This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which together shall be deemed to be one and the same agreement.

#### **XIX. ELECTRONIC TRANSACTION**

The parties agree that signatures on this Agreement may be delivered electronically in lieu of an original signature and agree to treat electronic signatures as original signatures that bind them to this Agreement. This Agreement may be executed and delivered by facsimile and upon such delivery, the facsimile signature will be deemed to have the same effect as if the original signature had been delivered to the other party.

#### **XX. EFFECTIVE DATE**

This Agreement will become effective when all parties have signed it. The Effective Date of this Agreement will be the date this Agreement is signed by the last party to sign it.

**[REMAINDER OF PAGE LEFT BLANK; SIGNATURE PAGE FOLLOWS]**

**FOR CONTRACTOR**

By \_\_\_\_\_  
Type Name

Its

Date: \_\_\_\_\_

**FOR THE CITY OF ANN ARBOR**

By \_\_\_\_\_  
Christopher Taylor, Mayor

By \_\_\_\_\_  
Jacqueline Beaudry, City Clerk

Date: \_\_\_\_\_

**Approved as to substance**

\_\_\_\_\_  
Craig Hupy, Public Services Area Administrator

\_\_\_\_\_  
Tom Crawford, Interim City Administrator

**Approved as to form and content**

\_\_\_\_\_  
Stephen K. Postema, City Attorney

## EXHIBIT A SCOPE OF SERVICES

The Contractor shall provide:

- Items **a-q** of **Design, Plan Preparation, and Construction Engineering, and**
- Item **i** of **Additional Items**

listed in the Scope of Services for RFP (Request for Proposal) #20-22, included below.

### **RFP #20-22 – Scope of Services**

The City of Ann Arbor plans to continue streetlight replacement work over the 2020 and 2021 construction seasons. The City is seeking proposals from qualified, professional engineering consulting firms to perform the necessary tasks to survey, design, and prepare detailed plans and specifications in accordance with City of Ann Arbor Standards in order to competitively bid and construct the project. In addition, the Consultant will also help manage the project during its construction, providing construction administration and engineering services.

The following items shall be addressed in the Proposal, in accordance with Section III of this request and the attached project schedule. The City is requiring proposal information for **all** items in both subsections (**Design, Plan Preparation, and Construction Engineering** and **Additional Items**). The City will proceed with items in these subsections as follows:

- The City will proceed with **all** items detailed in **Design, Plan Preparation, and Construction Engineering**.
- After receiving proposals, City staff will assess the timing and priority for items detailed in **Additional Items**. Each item in this subsection will be undertaken at the City's discretion, including potentially undertaking all, some, or none of the items in **Additional Items**. As such, these items should be listed and priced separately.

### **Design, Plan Preparation, and Construction Engineering**

- a. Attend a kickoff meeting and obtain necessary data from City staff, including 2017 Streetlight Condition Assessment Technical Memo (see Attachment A).
- b. Schedule project progress meetings as needed to ensure proper coordination of Consultant and City work throughout the entire design process. The Consultant will run the meetings, providing minutes and action items. The Consultant shall coordinate their efforts with any other needed agencies, various City service units, private utility companies, other formal and informal committees, and the public.
- c. Perform field inspection and inventory of several potential geographic areas within the City. List sites to be developed with direction of City staff, in consideration of 2020 and 2021 Capital Improvement Plan (CIP) projects with the aim of minimizing

mobilization and logistical challenges.

- d. Implement field information and prepare all plan/profile views and construction details needed for the design drawings in accordance with City of Ann Arbor standards.
- e. Assist in Miss Dig coordination to minimize impact to existing underground infrastructure.
- f. Conduct design review meetings at appropriate stages of the project. Prepare meeting notes.
- g. Perform site lighting photometric calculations as needed. Evaluate the photometric calculations and prepare a second photometric study to illustrate suggested modifications.
- h. Prepare demolition documents.
- i. Prepare complete, detailed, and accurate construction drawings and specification documents for bidding and construction purposes.
- j. Prepare complete, detailed and accurate plans for construction access and traffic control. Traffic control shall consider vehicles, transit, bicycles and pedestrians; and take into account construction staging and the impact on surrounding commercial and residential neighborhoods and any other ongoing construction activities.
- k. Establish pay items and quantities; and prepare detailed specifications.
- l. Prepare an opinion of probable cost.
- m. Provide technical assistance during bidding, including leading the pre-bid meeting, addressing bid questions, preparing addenda, and performing other as-needed bid analysis.
- n. Provide review sets of documents when requested.
- o. Prepare and submit plans for permitting.
- p. Coordinate work as needed with both DDA (as partner agency for streetlight locations constructed downtown) and DTE (as electric utility provider).
- q. Coordinate streetlight replacements with potential co-location opportunities of small cell-5G equipment.

### **Additional Items**

- i. Prepare specification documents for bidding and construction purposes as related to painting of streetlight poles.

## EXHIBIT B COMPENSATION

### General

Contractor shall be paid for those Services performed pursuant to this Agreement inclusive of all reimbursable expenses (if applicable), in accordance with the terms and conditions herein. The Compensation Schedule below/attached states nature and amount of compensation the Contractor may charge the City:



### OHM ADVISORS 2020 HOURLY RATE SCHEDULE

Professional Engineer IV / Architect IV / Senior Interior Designer IV	\$180.00
Professional Engineer III / Architect III / Senior Interior Designer III	\$165.00
Professional Engineer II / Architect II / Senior Interior Designer II	\$150.00
Professional Engineer I / Architect I / Senior Interior Designer I	\$137.00
Project Specialist II	\$158.00
Project Specialist I	\$130.00
Graduate Engineer IV	\$145.00
Graduate Engineer III	\$135.00
Graduate Engineer II	\$130.00
Graduate Engineer I	\$120.00
Graduate Architect III / Landscape Architect III / Interior Designer III	\$130.00
Graduate Architect II / Landscape Architect II / Interior Designer II	\$110.00
Graduate Architect I / Landscape Architect I / Interior Designer I	\$98.00
Technician IV	\$135.00
Technician III	\$120.00
Technician II	\$100.00
Technician I	\$80.00
Engineering / Architectural / Interior Design Aide	\$65.00
Professional Surveyor III	\$160.00
Professional Surveyor II	\$150.00
Professional Surveyor I	\$135.00
Graduate Surveyor	\$115.00
Surveyor III	\$115.00
Surveyor II	\$108.00
Surveyor I	\$88.00
Surveyor Aide	\$65.00
Planner IV	\$160.00
Planner III	\$140.00
Planner II	\$118.00
Planner I	\$98.00
Planner Aide	\$65.00
Graphic Designer	\$110.00
Administrative Support	\$70.00
Clerical Aide	\$59.00
Principal	\$205.00
Sr. Associate	\$195.00
Associate	\$183.00

Rates as reflected subject to review and adjustment on an annual basis.  
2020 Public Rates 19-1113

Title	Hourly Rate	Description
Construction Technician CAD Technician	\$92 - \$111	<ul style="list-style-type: none"> <li>Junior-level position</li> <li>Independently carries out assignments of limited scope using standard procedures, methods, and techniques</li> <li>Assists senior staff in carrying out more advanced procedures</li> <li>Completed work is reviewed for feasibility and soundness of judgment</li> <li>Graduate from an appropriate post-secondary program or equivalent</li> <li>Generally, four years' work experience</li> </ul>
Engineering Assistant Engineer-In-Training Construction Technician Administrative Support	\$115 - \$127	<ul style="list-style-type: none"> <li>Fully qualified professional position</li> <li>Carries out assignments requiring general familiarity within a broad field of the respective profession</li> <li>Makes decisions by using a combination of standard methods and techniques</li> <li>Actively participates in planning to ensure the achievement of objectives</li> <li>Works independently to interpret information and resolve difficulties</li> <li>Graduate from an appropriate post-secondary program, with credentials or equivalent</li> <li>Generally, six years experience</li> </ul>
CAD Manager Designer Process Designer Project Engineer Senior Project Engineer Survey Manager Construction Technician Senior Civil Engineer Environmental Engineer Survey Crew Chief	\$137 - \$154	<ul style="list-style-type: none"> <li>First level supervisor of first complete level of specialization</li> <li>Provides applied professional knowledge and initiative in planning and coordinating work programs</li> <li>Adapts established guidelines as necessary to address unusual issues</li> <li>Decisions accepted as technically accurate, however may on occasion be reviewed for soundness of judgment</li> <li>Graduate from an appropriate post-secondary program, with credentials or equivalent</li> <li>Generally, nine years' experience</li> </ul>
Associate Senior Associate Project Manager Field Services Manager Landscape Architect	\$158 - \$173	<ul style="list-style-type: none"> <li>Highly-specialized technical professional or supervisor of groups of professionals</li> <li>Provides multidiscipline knowledge to deliver innovative solutions in related field of expertise</li> <li>Participates in short and long range planning to ensure the achievement of objectives</li> <li>Makes responsible decisions on all matters, including policy recommendations, work methods, and financial controls associated with large expenditures</li> <li>Reviews and evaluates technical work</li> <li>Graduate from an appropriate post-secondary program, with credentials or equivalent</li> <li>Generally, ten years' experience with extensive, broad experience</li> </ul>
Principal Senior Principal	\$191 - \$234	<ul style="list-style-type: none"> <li>Senior level consultant or management function</li> <li>Recognized as an authority in a specific field with qualifications of significant value</li> <li>Provides multidiscipline knowledge to deliver innovative solutions in related field of expertise</li> <li>Independently conceives programs and problems for investigation</li> <li>Participates in discussions to ensure the achievement of program and/or project objectives</li> <li>Makes responsible decisions on expenditures, including large sums or implementation of major programs and/or projects</li> <li>Graduate from an appropriate post-secondary program, with credentials or equivalent</li> <li>Generally, fifteen years' experience with extensive professional and management experience</li> </ul>
Survey Crew	\$180 \$225	1 person crew 2 person crew

**Fee Proposal**

Phase of Work	Hours	Fee
<b>Design &amp; Plan Preparation</b>	<b>935</b>	<b>\$132,000</b>
Preliminary Plans	500	\$70,000
Final Plans	350	\$49,500
Bid Set	85	\$12,500
<b>Bidding Assistance</b>	<b>20</b>	<b>\$3,000</b>
<b>Contract Administration &amp; Construction Engineering</b>	<b>390</b>	<b>\$47,500</b>
Contract Administration	190	\$27,500
Construction Inspection (Based on Field Hours)	200	\$20,000
<b>Total Not-to-Exceed Fee for Base Services</b>	<b>1,345</b>	<b>\$182,500</b>
<b>Allowance for Assetic Software License (Assumed Amount)</b>	—	<b>\$5,000</b>

**EXHIBIT C  
INSURANCE REQUIREMENTS**

From the earlier of the Effective Date or the Commencement Date of this Agreement, and continuing without interruption during the term of this Agreement, Contractor shall have, at a minimum, the following insurance, including all endorsements necessary for Contractor to have or provide the required coverage.

- A. The Contractor shall have insurance that meets the following minimum requirements:
1. Professional Liability Insurance or Errors and Omissions Insurance protecting the Contractor 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 04 13 or current equivalent. The City of Ann Arbor shall be an additional insured. There shall be no added exclusions or limiting endorsements that diminish the City's protections as an additional insured under the policy. 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 Project General Aggregate  
\$1,000,000 Personal and Advertising Injury
  4. Motor Vehicle Liability Insurance equivalent to, as a minimum, Insurance Services Office form CA 00 01 10 13 or current equivalent. Coverage shall include all owned vehicles, all non-owned vehicles and all hired vehicles. The City of Ann Arbor shall be an additional insured. There shall be no added exclusions or limiting endorsements that diminish the City's protections as an additional insured under the policy. 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 A.3 and A.4 above 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 for any insurance listed herein.
- C. Insurance companies and policy forms are subject to approval of the City Attorney, which approval shall not be unreasonably withheld. Documentation must provide and demonstrate an unconditional and unqualified 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(s); name of insurance company; name(s), email address(es), and address(es) 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 may be approved by the City in its sole discretion; (c) that the policy conforms to the requirements specified. Contractor shall furnish the City with satisfactory certificates of insurance and endorsements prior to commencement of any work. If any of the above coverages expire by their terms during the term of this Agreement, the Contractor shall deliver proof of renewal and/or new policies and endorsements to the Administering Service Area/Unit at least ten days prior to the expiration date.