

## ENGINEERING/ARCHITECTURAL SERVICES AGREEMENT

THIS AGREEMENT is made in Johnson County, Kansas, by and between the City of Overland Park, Kansas, hereinafter "City," and Affinis Corp, hereinafter "Consulting Engineer/Architect." City intends to construct an improvement project in Overland Park, Kansas, described as follows:

### ***92ND PLACE AND SWITZER ROAD STORM SEWER IMPROVEMENTS (MS-1571 )***

(hereinafter the "Project")

City hereby contracts with Consulting Engineer/Architect for the furnishing of professional engineering/architectural services in connection with the Project, for the furnishing of such engineering/architectural services more particularly described in Exhibit A, attached hereto and incorporated by reference herein, in consideration of these premises and of the mutual covenants herein set forth. By executing this Agreement, the Consulting Engineer/Architect represents to City that Consulting Engineer/Architect is professionally qualified to do this Project and is licensed to practice engineering/architecture by all public entities having jurisdiction over Consulting Engineer/Architect and the Project.

### **SECTION I - DEFINITIONS**

As used in this Agreement, the following terms shall have the meanings ascribed herein unless otherwise stated or reasonably required by the Agreement, and other forms of any defined words shall have a meaning parallel thereto.

"City" means the City of Overland Park, Kansas.

"Consulting Engineer/Architect" means the company or individual identified above. Consulting Engineer/Architect shall employ for the services rendered, engineers, architects, landscape architects, and surveyors licensed by the Kansas State Board of Technical Professions.

"Construction Cost" means and includes the cost of the entire construction of the Project, including all supervision, materials, supplies, labor, tools, equipment, transportation and/or other facilities furnished, used or consumed, without deduction on account of penalties, liquidated damages or other amounts withheld from payment to the contractor or contractors, but such cost shall not include the Consulting Engineer/Architect's fee, or other payments to the Consulting Engineer/Architect and shall not include cost of land or Rights-of-Way and Easement acquisition.

"Contract Documents" means those documents so identified in the Agreement for Construction for this Project, including all Engineering/Architectural Documents. All terms defined in the General Conditions shall have the same meaning when used in this Agreement unless otherwise specifically stated or in the case of a conflict in which case the definition used

in this Agreement shall prevail in the interpretation of this Agreement.

"Engineering/Architectural Documents" means all documents required or reasonably implied by the nature of the Project, including, but not limited to, plans, specifications, drawings, tracings, designs, calculations, sketches, models and reports.

"Engineering/Architectural Services" means the professional services, labor, materials, supplies, testing, surveying, title work, inspection, if applicable, and all other acts, duties, and services required of Consulting Engineer/Architect under this Agreement together with such other services as City may require pursuant to the terms of this Agreement.

"Project" is as above described.

"Project Manager" means the person employed by City and designated to act as the City's representative for the Project.

"Right-of-Way" and "Easements" means and includes street, highway, or road right-of-way and any other land dedicated to or otherwise subject to public use.

"Subsurface Borings and Testing" means borings, probings and subsurface explorations, laboratory tests and inspections of samples, materials and equipment; appropriate professional interpretations of all the foregoing.

"Traffic Control Plan" means a specific plan that includes but is not limited to signing; application and removal of pavement markings; construction sequencing and scheduling; methods and devices for delineation and channelization; placement and maintenance of devices; traffic regulation; and inspection.

## **SECTION II - COMPENSATION**

### **A. TOTAL FEE**

City agrees to pay Consulting Engineer/Architect an amount not to exceed Four Hundred Twenty Three Thousand Three Hundred Ninety Five and no/100 Dollars (\$423,395.00), including reimbursables. The fee is based on the performance of the scope of services outlined in Exhibit A, attached hereto and incorporated by reference herein, and shall be billed using hourly rates and equipment charges as set forth in Exhibit B attached herewith, plus direct expenses. All work shall be completed on or before May 1, 2014. Payment to Consulting Engineer/Architect shall not exceed the following percentages without prior written consent of City:

Preliminary Design Phase	63%
Final Design Phase	31%
Bidding Phase	2%
Construction Phase	4%
TOTAL	100%

### **B. REIMBURSABLE EXPENSES**

The Consulting Engineer/Architect shall be reimbursed at the actual cost, not to exceed Twenty Thousand One Hundred Forty Five and no/100 Dollars (\$20,145.00), for the following: (a) expense of transportation in connection with the Project; (b) expenses in connection with authorized out-of-town travel; (c) long-distance communications; (d) expenses of printing and reproductions; (e) postage and facsimile transmissions; (f) expenses of renderings and models requested by City, and (g) other costs as authorized by City.

**C. ADDITIONAL SERVICES**

Consulting Engineer/Architect shall provide, with City's concurrence, services in addition to those listed in Section III when such services are requested or authorized in writing by City. Prior to commencing any additional services, Consulting Engineer/Architect must submit a proposal outlining the additional services to be provided, estimation of total hours, completion date, and a maximum fee based upon the hourly rate schedule attached hereto as Exhibit B. Such services may include, but are not limited to, making computations and determinations of special assessments, making special trips requested by City other than those required by Section III, preparing changes in plans ordered by City or made necessary by causes beyond the control of Consulting Engineer/Architect, providing services necessitated in the event the Engineering/Architectural Services shall be suspended or abandoned, if such suspension or abandonment is not the result of a breach of this Agreement by the Consulting Engineer/Architect, and providing any other special services not otherwise covered by this Agreement which may be requested by City. Payment to Consulting Engineer/Architect, as compensation for these services, shall be in accordance with the hourly rate schedule attached as Exhibit B. Reimbursable expenses incurred in conjunction with additional services shall be paid separately and those reimbursable expenses shall be paid at actual cost. Records of reimbursable expenses and expenses pertaining to additional services shall be made available to City, if so requested.

**D. SPECIAL SERVICES**

Consulting Engineer/Architect may be called on to serve as a consultant or witness in any litigation, arbitration, legal or administrative proceeding arising out of this Project. Consulting Engineer/Architect shall not be paid extra by City if its appearance is to defend its professional Engineering/Architectural Services. Consulting Engineer/Architect shall not be paid extra by City to appear at eminent domain or appraiser's hearings necessary to acquire Easements and Right-of-Way for the Project. If Consulting Engineer/Architect is requested, in writing, by City, to appear as a general witness, it will be paid its hourly fee as reflected on the hourly rate schedule attached hereto as Exhibit B.

**E. BILLING**

Consulting Engineer/Architect shall bill City monthly for all completed services and

reimbursable expenses. The bill submitted by Consulting Engineer/Architect shall itemize the services and reimbursable expenses for which payment is requested. Except as provided in Section II F, below, City agrees to pay Consulting Engineer/Architect within thirty (30) days of receipt of an undisputed invoice.

**F. CITY'S RIGHT TO WITHHOLD PAYMENT**

In the event City becomes credibly informed that any representations of Consulting Engineer/Architect provided in its monthly billing, are wholly or partially inaccurate, City may withhold payment of sums then or in the future otherwise due to Consulting Engineer/Architect until the inaccuracy and the cause thereof, is corrected to City's reasonable satisfaction. In the event City questions some element of an invoice, that fact shall be made known to Consulting Engineer/Architect immediately. Consulting Engineer/Architect will help effect resolution and transmit a revised invoice, if necessary. Amounts not questioned by City shall be paid to Consulting Engineer/Architect in accordance with the contract payment procedures.

**G. PROGRESS REPORTS**

A progress report must be submitted with each monthly pay request indicating the percentage of design tasks completed to date. This report will serve as support for payment to Consulting Engineer/Architect.

**H. CHANGE IN SCOPE**

For substantial modifications in authorized Project scope, and/or substantial modifications of drawings and/or specifications previously accepted by City, when requested by City and through no fault of Consulting Engineer/Architect, the Consulting Engineer/Architect shall be compensated for time and expense required to incorporate such modifications at Consulting Engineer/Architect's standard hourly rates per Exhibit B; provided, however, that any increase in contract price or contract time must be approved through a written change order. Consulting Engineer/Architect shall correct or revise any errors or deficiencies in its designs, drawings or specifications without additional compensation when due to Consulting Engineer/Architect's negligence or other actionable fault.

**I. CHANGE ORDERS**

This Agreement may be amended to provide for additions, deletions and revisions in the Engineering/Architectural Services or to modify the terms and conditions thereof by either written amendment or by change order. The contract price and contract time may only be changed by a written change order approved by City, unless it is the result of an emergency situation in which case the Project Manager may give written approval to be followed by a written and approved change order. If notice of any change affecting the general scope of the Engineering/Architectural Services or provisions of this Agreement, including but not limited to, contract price or contract time, is a requirement of any insurance policy held by Consulting

Engineer/Architect as a requirement of this Agreement, the giving of such notice shall be the Consulting Engineer/Architect's responsibility.

### **SECTION III - RESPONSIBILITIES OF CONSULTING ENGINEER/ARCHITECT**

Consulting Engineer/Architect shall furnish and perform the various professional duties and services in all phases of the Project to which this Agreement applies as herein provided and which are required for the construction of the Project which services shall include:

#### **A. PRELIMINARY DESIGN PHASE**

1. Services: The services to be provided during this phase are set out in Exhibit A attached hereto and incorporated herein by reference.
2. Preliminary Design Documents: Consulting Engineer/Architect shall furnish the City six (6) copies of the above preliminary design documents, unless otherwise noted in Exhibit A.
3. Preliminary Cost Estimate: Consulting Engineer/Architect shall furnish City an estimate of probable Construction Cost based on the preliminary design. Consulting Engineer/Architect's estimate of probable Construction Cost is to be made on the basis of Consulting Engineer/Architect's experience and qualifications and represent Consulting Engineer/Architect's best judgment as an experienced and qualified design professional, familiar with the construction industry.
4. Budget: Consulting Engineer/Architect shall advise City if, in its opinion, the amount budgeted for construction is not sufficient to adequately design and construct the improvement as requested.

#### **B. FINAL DESIGN PHASE**

1. Services: The services to be provided during this phase are set out in Exhibit A attached hereto and incorporated herein by reference.
2. Final Design Documents: Consulting Engineer/Architect shall furnish City six (6) copies, unless otherwise noted in Exhibit A, of the above final design plans and shall also prepare the necessary plans and applications for permits for submission to and approval of local, county, state and federal authorities having proper jurisdiction as may be required for initiation, prosecution and construction of the Project.
3. Contract Documents: Consulting Engineer/Architect shall prepare for City, contract agreement forms, final design plans, general conditions and supplementary conditions, bid forms, invitations to bid and instructions to bidders and assist in the preparation of other related documents, unless such documents are provided by City.

4. Final Cost Estimate: Consulting Engineer/Architect shall furnish City an estimate of probable Construction Cost based on final design. This estimate is commonly known as the "Engineer/Architect's Estimate" and will be used as the basis for construction contract award.
5. Budget: Consulting Engineer/Architect shall advise City if, in its opinion, the amount budgeted for the Project is not sufficient to cover all Project costs, including but not limited to, construction, Right-of-Way and Easement acquisition, inspection and testing.

**C. BIDDING PHASE**

1. Services: The services to be provided during this phase are set out in Exhibit A attached hereto and incorporated by reference.
2. Bids Exceeding Cost Estimate: If all bids exceed Consulting Engineer/Architect's Final Cost Estimate, Consulting Engineer/Architect, at the request of City and for no additional cost, will prepare a report for City identifying why all the bids exceed the estimate. The City has four (4) options if all bids exceed Consulting Engineer/Architect's estimate. The City may: (1) give written approval of an increase in the Project cost up to a maximum of 7% of the authorized total; (2) authorize rebidding of the Project; (3) terminate the Project and this Agreement; or (4) cooperate in revising the Project scope or specifications, or both, as necessary to reduce the Construction Cost. In the case of (4), Consulting Engineer/Architect, without additional charge to City, shall consult with City and shall revise and modify the drawings and specifications as necessary to achieve compliance with the Consulting Engineer/Architect's Estimate.

**D. CONSTRUCTION PHASE**

1. In-house Administration and Inspection: It is understood that City will provide in-house administration and inspection of the construction Agreement; however, Consulting Engineer/Architect shall consult with and advise City, when requested.
2. Services: The services provided during this phase are set out in Exhibit A attached hereto and incorporated herein.
3. Additional Drawings: If during construction, situations arise which require additional drawings or details, Consulting Engineer/Architect agrees to provide such additional drawings or details at no cost to City when the additional drawings or details are required to correct Consulting Engineer/Architect's errors or omissions or clarify Consulting Engineer/Architect's intent in the original design and preparation of construction drawings. If such situations occur through no

- fault of Consulting Engineer/Architect, or are beyond his/her control, both parties agree to negotiate an equitable payment to Consulting Engineer/Architect for his/her services rendered, which shall be accomplished through a change order.
4. Staking: Unless otherwise provided, staking shall be included in the bid specifications to be performed by the construction contractor.
  5. Notice of Defects: If, based on Consulting Engineer/Architect's involvement during the construction phase, Consulting Engineer/Architect observes or otherwise becomes aware of any defect in the work, he shall give prompt written notice to City of such defects and their approximate location on the Project. However, Consulting Engineer/Architect shall not have control over or charge of and shall not be responsible for construction means, methods, techniques, sequences or procedures, or for safety precautions, inspections and programs in connection with the work, since these are solely the contractor's responsibility under the contract for construction. Consulting Engineer/Architect shall not be responsible for the contractor's schedules or failure to carry out the work in accordance with the Contract Documents. Consulting Engineer/Architect shall not have control over or charge of acts or omissions of the contractor, contractor's subcontractors, or their agents or employees.
  6. Shop Drawings: Consulting Engineer/Architect shall review and take appropriate action on contractor's shop drawings and samples, and the results of tests and inspections and other data which each contractor is required to submit for the purposes of checking for compliance with the design concept and conformance with the requirements of the Contract Documents. Such review shall not extend to means, methods, sequences, techniques or procedures of construction, or to safety precautions and programs incident thereto, unless an obvious deficiency exists wherein Consulting Engineer/Architect will advise City of such defect or deficiency so the same can be prevented.
  7. As Constructed Plans: The Consulting Engineer/Architect shall prepare final plan drawings which reflect change orders, minor design changes and which include changes made in the field and which are marked on the construction plan set. Because some of the data contained on the "As Constructed Plans" may be based on unverified information provided by others, the Consulting Engineer/Architect does not warrant the accuracy of information provided by others.

#### **E. GENERAL DUTIES AND RESPONSIBILITIES**

1. Responsibilities under the General Conditions of the Contract for Construction: In

addition to the responsibilities herein set forth, Consulting Engineer/Architect agrees to be responsible for those matters identified in the General Conditions as being responsibilities of the Consulting Engineer/Architect. Consulting Engineer/Architect specifically acknowledges receipt of a copy of the General Conditions and acceptance of the responsibilities as set forth therein.

2. Personnel: Consulting Engineer/Architect shall assign only qualified personnel to perform any service concerning the Project. At the time of execution of this Agreement, the parties anticipate that the following individual will perform as the principal on this Project: Richard A. Worrel, P.E., President. As principal on this Project, this person shall be the primary contact with the City's Project Manager and shall have authority to bind Consulting Engineer/Architect. So long as the individual named above remains actively employed or retained by Consulting Engineer/Architect, he/she shall perform the function of principal on this Project.
3. Subsurface Borings & Material Testing: If tests, additional to those provided for in Exhibit A, are required for design, Consulting Engineer/Architect shall prepare specifications for the taking of the additional borings. Such Subsurface Borings and Testing, as defined herein, shall be provided by Consulting Engineer/Architect or its subcontractors and compensated as an Additional Service.
4. Service By and Payment to Others: Any work authorized in writing by City and performed by anyone other than Consulting Engineer/Architect or its subcontractors in connection with the proposed Project shall be contracted for and paid for by City directly to the third party or parties. In addition to payments for professional services, this may also include necessary permits, licenses, ownership certifications, materials testing, advertising costs, and other special tests or other work required or requested by City or Consulting Engineer/Architect which is not defined within the scope of services of Consulting Engineer/Architect. Fees for such extra work shall be subject to negotiation between City and the third party. Fees shall be approved prior to the execution of any extra work. Although Consulting Engineer/Architect may assist City in procuring such services of third parties, Consulting Engineer/Architect shall in no way be liable to either City or such third parties in any manner whatsoever for such services or for payment thereof.
5. Subcontracting of Service: Consulting Engineer/Architect shall not subcontract or assign any of the Engineering/Architectural Services to be performed under this Agreement without first obtaining the written approval of City regarding the



Engineering/Architectural Services to be subcontracted or assigned and the consulting firm or person proposed to accomplish the subcontracted/assigned portion of the Project. Unless otherwise stated in the written consent to an assignment, no assignment will release or discharge the assignor from any obligation under this Agreement. Any person or firm proposed for subcontracting Engineering/Architectural Services under this Agreement shall maintain throughout the duration of the Agreement, insurance as provided in Section V D (8) herein, and shall additionally maintain Professional Liability insurance in a minimum amount of \$1,000,000 and provide the City with certification thereof.

6. Endorsement: Consulting Engineer/Architect shall sign and seal all final plans, specifications, estimates and engineering data furnished by him/her. Any review or approval by City of any documents prepared by the Consulting Engineer/Architect, including but not limited to the plans and specifications, shall be solely for the purpose of determining whether such documents are consistent with City's construction program and intent and shall not be construed as approval of same by City. No review of such documents shall relieve Consulting Engineer/Architect of its responsibility for the accuracy, adequacy, fitness, suitability and coordination of its work product.
7. Inspection of Documents: Consulting Engineer/Architect shall maintain all Project records for inspection by City during the contract period and for three (3) years from the date of final payment.

#### **SECTION IV - CITY OF OVERLAND PARK'S RESPONSIBILITIES**

##### **A. COMMUNICATION**

City shall provide to Consulting Engineer/Architect information and criteria regarding City's requirements for the Project; examine and timely respond to Consulting Engineer/Architect's submissions; and give written notice to Consulting Engineer/Architect, who shall respond promptly, whenever City observes or otherwise becomes aware of any defect in the Engineering/Architectural Services.

##### **B. ACCESS**

City will provide access for Consulting Engineer/Architect to enter public and private property as necessary and appropriate for the Consulting Engineer/Architect to provide the services contemplated herein.

##### **C. DUTIES**

City shall furnish and perform the various duties and services in all phases of the Project which are outlined and designated in Exhibit A as City's responsibility.

##### **D. PROGRAM AND BUDGET**

City shall provide full information, including a program which shall set forth City's objectives, schedule, constraints, budget with reasonable contingencies, and other necessary design criteria.

**E. BONDS**

City shall furnish all bond forms required for the Project.

**F. PROJECT REPRESENTATIVE**

City shall designate a Project Manager to represent City in coordinating this Project with Consulting Engineer/Architect, with authority to transmit instructions and define policies and decisions of City.

**SECTION V - GENERAL PROVISIONS**

**A. TERMINATION**

1. Notice: City reserves the right to terminate this Agreement in whole or in part either for cause or for its convenience and without cause or default on the part of Consulting Engineer/Architect, by providing ten (10) days' written notice of such termination to Consulting Engineer/Architect. Upon receipt of such notice from City, Consulting Engineer/Architect shall, at City's option as contained in the notice: (1) immediately cease all Engineering/Architectural Services; or (2) meet with City and, subject to City's approval, determine what Engineering/Architectural Services shall be required of Consulting Engineer/Architect in order to bring the Project to a reasonable termination in accordance with the request of City. Consulting Engineer/Architect shall also provide to City copies of all drawings and documents completed or partially completed at the date of termination.

If City defaults on its obligation under this Agreement, Consulting Engineer/Architect is entitled to terminate this Agreement if the default is not remedied by the City after the City has been provided thirty (30) days' written notice of the default.

2. Termination for Cause: If this Agreement is terminated for cause, after notice to Consulting Engineer/Architect, City may take over the Engineering/Architectural Services and prosecute same to completion, by contract or otherwise, for the amount and at the expense of the Consulting Engineer/Architect, and the Consulting Engineer/Architect shall be liable to the City for any and all excess cost sustained by the City by reason of such prosecution and completion. When Consulting Engineer/Architect's services have been so terminated, such termination shall not affect any rights or remedies of the City against Consulting Engineer/Architect then existing or which may later accrue. Similarly, any

retention or payment of monies due Consulting Engineer/Architect shall not release Consulting Engineer/Architect from liability.

3. Compensation for Convenience Termination: If City shall terminate for its convenience as herein provided, City shall compensate Consulting Engineer/Architect for all Engineering/Architectural Services satisfactorily completed to date of its receipt of the termination notice and any additional Engineering/Architectural Services requested by City to bring the Project to reasonable termination. Compensation shall not include anticipatory profit or consequential damages, neither of which will be allowed.
4. Compensation for Cause Termination: If City shall terminate for cause or default on the part of Consulting Engineer/Architect, City shall compensate Consulting Engineer/Architect for the reasonable cost of Engineering/Architectural Services satisfactorily completed to date of its receipt of the termination notice. Compensation shall not include anticipatory profit or consequential damages, neither of which will be allowed. City also retains all its rights and remedies against Consulting Engineer/Architect including but not limited to its rights to sue for damages, interest and attorney fees.
5. Incomplete Documents: Neither Consulting Engineer/Architect, nor its subcontractors shall be responsible for errors or omissions in documents which are incomplete as a result of an early termination under this Section; Consulting Engineer/Architect having been deprived of the opportunity to complete such documents and certify them as ready for construction.

## **B. DISPUTE RESOLUTION**

City and Consulting Engineer/Architect agree that disputes relative to the Project should first be addressed by negotiations between the parties. If direct negotiations fail to resolve the dispute, the party initiating the claim that is the basis for the dispute shall be free to take such steps as it deems necessary to protect its interests; provided, however, that notwithstanding any such dispute, Consulting Engineer/Architect shall proceed with the Engineering/Architectural Services as per this Agreement as if no dispute existed, and the City shall continue to make payment for Consulting Engineer's/Architect's completed Services; and provided further that no dispute will be submitted to arbitration without both parties' express written consent.

## **C. OWNERSHIP OF ENGINEERING/ARCHITECTURAL DOCUMENTS**

All Engineering/Architectural Documents prepared in connection with this Project shall be the property of the Consulting Engineer/Architect, whether the Project for which they are made is executed or not, however, the Consulting Engineer/Architect will provide City a copy of all final documents, including but not limited to prints and reproductions. Reports, plans,

specifications and related documents are Consulting Engineer/Architect's copyrighted instruments, and Consulting Engineer/Architect at his/her option may so identify them by appropriate markings. Provided that Consulting Engineer/Architect is paid in full for its services, then City may subsequently reuse these final documents without any additional compensation or agreement of Consulting Engineer/Architect, however, such reuse without written verification or adaptation by Consulting Engineer/Architect for the specific purpose intended by City shall be at City's sole risk and without liability or legal exposure to Consulting Engineer/Architect whatsoever. City does not take any responsibility for the reuse of documents by others.

**D. INSURANCE**

1. General

The Consulting Engineer/Architect shall maintain, throughout the duration of this Contract, insurance (on an occurrence basis unless otherwise agreed to) of such types and in at least such amounts as required herein. Professional Liability may be written on a "claims made" basis. Consulting Engineer/Architect shall provide certificates of insurance and renewals thereof on forms provided by the City or on forms acceptable to the City. The City shall be notified by receipt of written notice from the insurer or the Consulting Engineer/Architect at least thirty (30) days prior to material modification or cancellation of any policy listed on the Certificate.

2. Notice of Claim Reduction of Policy Limits

The Consulting Engineer/Architect, upon receipt of notice of any claim in connection with the Contract, shall promptly notify the City, providing full details thereof, including an estimate of the amount of loss or liability.

The Consulting Engineer/Architect shall monitor and promptly notify the City of any reduction in limits of protection afforded under any policy listed in the Certificate (or otherwise required by the contract) if the Consulting Engineer/Architect's limits of protection shall have been impaired or reduced to such extent that the limits fall below the minimum amounts required herein. The Consulting Engineer/Architect shall promptly reinstate the original limits of liability required hereunder and shall furnish evidence thereof to the City.

3. Commercial General Liability

Limits -

General Aggregate:	\$ 1,000,000
Products / Completed Operations:	\$ 1,000,000
Personal & Advertising Injury:	\$ 500,000
Each Occurrence:	\$ 500,000

Policy MUST include the following conditions:

- a. Pollution Liability (Applicable only to contracts involving pollutants such as asbestos & lead abatement, sludge or other waste abatement, etc.)
- b. **Name City of Overland Park as “Additional Insured”**

4. Automobile Liability

Policy shall protect the Consulting Engineer/Architect against claims for bodily injury and/or property damage arising out of the ownership or use of any owned, hired and/or non-owned vehicle.

Limits – (Same as Commercial General Liability)

Combined Single Limits, Bodily Injury and Property Damage - Each Accident

Policy MUST include the following condition:

**Name City of Overland Park as "Additional Insured"**

5. Workers' Compensation

This insurance shall protect the Consulting Engineer/Architect against all claims under applicable state workers' compensation laws. The Consulting Engineer/Architect shall also be protected against claims for injury, disease or death of employees for which, for any reason, may not fall within the provisions of workers' compensation law. The policy limits shall not be less than the following:

Workers' Compensation:	Statutory
Employers Liability -	
Bodily Injury by Accident:	\$ 100,000 Each Accident
Bodily Injury by Disease:	\$ 500,000 Policy Limit
Bodily Injury by Disease:	\$ 100,000 Each Employee

6. Professional Liability

The Consulting Engineer/Architect shall maintain throughout the duration of this Contract, Professional Liability Insurance in an amount not less than One Million Dollars (\$1,000,000.00).

7. Industry Ratings

The City will only accept coverage from an insurance carrier who offers proof that it:

- a. Is authorized to do business in the State of Kansas;
- b. Carries a Best's policyholder rating of A- or better; and
- c. Carries at least a Class VIII financial rating; or
- d. Is a company mutually agreed upon by the City and Consulting Engineer/Architect.

8. Subcontractors' Insurance

If a part of the Agreement is to be sublet, the Consulting Engineer/Architect shall either:

- a. Cover all subcontractors in its insurance policies, or
- b. Require each subcontractor not so covered to secure insurance which will protect subcontractor against all applicable hazards or risks of loss as and in the minimum amounts designated.

Whichever option is chosen, Consulting Engineer/Architect shall indemnify and hold harmless the City as to any and all damages, claims or losses, including attorney's fees, arising out of the acts or omissions of its subcontractors.

9. Railroad Protective Liability

(Additional requirement applicable when working on railroad property.)

Named Insured: Applicable Railroad  
Limits - Bodily Injury & Property Damage: Per Railroad Requirements

10. Aircraft Liability

(Additional requirement applicable for aerial photograph or contract involving any use of aircraft.)

Limits- Single Limit Bodily Injury; Including Passengers; and Property Damage:  
\$ 1,000,000 Each Occurrence

Coverage must include all Owned, Hired and Non-Owned Aircraft.

Policy MUST include the following condition:

**Name City of Overland Park as "Additional Insured" on the hired and non-owned Aircraft Liability.**

**E. INDEMNITY**

1. Definition: For purposes of indemnification requirements, the term "Loss" shall have the meaning set forth as follows:

"Loss" means any and all Loss, damage, liability or expense, of any nature whatsoever, whether incurred as a judgment, settlement, penalty, fine or otherwise (including attorney's fees and the cost of defense), in connection with any action, proceeding, demand or claim for injury, including death, to any person or persons or damages to or Loss of, or Loss of the use of, property of any person, firm or corporation, including the parties hereto, which arise out of or are connected with, or are claimed to arise out of or be connected with, the performance of this Agreement whether arising before or after the completion of

the Engineering/Architectural Services required hereunder.

2. Indemnity: For purposes of this Agreement, Consulting Engineer/Architect hereby agrees to indemnify, defend and hold harmless the City, its employees and agents from any and all Loss where Loss is caused or incurred or alleged to be caused or incurred in whole or in part as a result of the negligence or other actionable fault of the Consulting Engineer/Architect, its affiliates, subsidiaries, employees, agents and subcontractors/assignees and their respective servants, agents and employees.

It is agreed as a specific element of consideration of this Agreement that this indemnity shall apply notwithstanding the joint, concurring or contributory or comparative fault or negligence of the City or any third party and, further notwithstanding any theory of law including, but not limited to, a characterization of the City's or any third party's joint, concurring or contributory or comparative fault or negligence as either passive or active in nature; provided, however, that the Consulting Engineer/Architect's obligation hereunder shall not include amounts attributable to the fault or negligence of the City or any third party for whom the Consulting Engineer/Architect is not responsible.

In the case of any claims against the City, its employees or agents indemnified under this Agreement, by an employee of the Consulting Engineer/Architect, its affiliates, subsidiaries, or subcontractor/assignees, the indemnification obligation contained in this Agreement shall not be limited by any limitation on amount or type of damages, compensation or benefits payable by or for the Consulting Engineer/Architect, its affiliates, subsidiaries, or subcontractor/assignees, under workers' compensation acts, disability benefit acts, or other employee benefit acts.

#### **F. AFFIRMATIVE ACTION/OTHER LAWS**

1. During the performance of this Agreement, the Consulting Engineer/Architect agrees that:
  - a. Consulting Engineer/Architect shall observe the provisions of the Kansas Act Against Discrimination (K.S.A. 44-1001 et seq.) and shall not discriminate against any person in the performance of work under the present contract because of race, religion, color, sex, disability, national origin, ancestry or age;
  - b. in all solicitations or advertisements for employees, the Consulting Engineer/Architect shall include the phrase, "equal opportunity employer," or a similar phrase to be approved by the Kansas Human Rights

Commission (“Commission”);

- c. if the Consulting Engineer/Architect fails to comply with the manner in which the Consulting Engineer/Architect reports to the Commission in accordance with the provisions of K.S.A. 44-1031 and amendments thereto, the Consulting Engineer/Architect shall be deemed to have breached the present Agreement and it may be canceled, terminated or suspended, in whole or in part, by the City;
- d. if the Consulting Engineer/Architect is found guilty of a violation of the Kansas Act Against Discrimination under a decision or order of the Commission which has become final, the Consulting Engineer/Architect shall be deemed to have breached the present Agreement and it may be canceled, terminated or suspended, in whole or in part, by the City; and
- e. the Consulting Engineer/Architect shall include the provisions of subsections (a) through (d) in every subcontract or purchase order so that such provisions will be binding upon such subcontractor or vendor.

The provisions of this Section shall not apply to a contract entered into by a Consulting Engineer/Architect:

- who employs fewer than four employees during the term of such contract; or
- whose contracts with the City cumulatively total \$5,000 or less during the fiscal year of the City.

2. The Consulting Engineer/Architect further agrees that the Consulting Engineer/Architect shall abide by the Kansas Age Discrimination In Employment Act (K.S.A. 44-1111 et seq.) and the applicable provision of the Americans With Disabilities Act (42 U.S.C. 12101 et seq.) as well as all other federal, state and local laws, ordinances and regulations applicable to this Project and to furnish any certification required by any federal, state or local governmental agency in connection therewith.

#### **G. ENTIRE AGREEMENT**

This Agreement constitutes the entire agreement between the parties and supersedes all prior agreements, whether oral or written, covering the same subject matter. This Agreement may not be modified or amended except in writing mutually agreed to and accepted by both parties to this Agreement.

#### **H. APPLICABLE LAW**

This Agreement is entered into under and pursuant to, and is to be construed and



enforceable in accordance with, the laws of the State of Kansas.

**I. ASSIGNMENT OF AGREEMENT**

This Agreement shall not be assigned or transferred by Consulting Engineer/Architect without the written consent of the City.

**J. NO THIRD PARTY BENEFICIARIES**

Nothing contained herein shall create a contractual relationship with, or any rights in favor of, any third party.

**K. INDEPENDENT CONTRACTOR**

The Consulting Engineer/Architect is an independent contractor and as such is not an agent or employee of the City.

**L. WORK PRODUCT FORMAT**

1. Project Drawings: Project drawings which are developed by Consulting Engineer/Architect through the use of a Computer Aided Drafting (CAD) System shall be made available to City by providing a Microsoft compatible compact disc. However, due to the potential that the information set forth on the electronic media (disk) can be modified by City, or City consultants, unintentionally or otherwise, Consulting Engineer/Architect shall remove all indices of its ownership, professional corporation name, seal, and/or involvement from each electronic display. For documentation purposes, two sets of an original electronic media (disk) and two (11" x 17" size or larger) duplicate hard copy sets will be prepared. One set will be given to City and one set will be retained by Consulting Engineer/Architect. If City provides such electronic media (disk) to others for any purpose, City shall require the electronic media (disk) to be returned to City upon completion of such use. City recognizes that use of such electronic media (disk) will be at City's sole risk and without any liability risk or legal exposure by Consulting Engineer/Architect.
2. Project Documentation: All documentation provided to the City other than Project drawings shall be furnished on a Microsoft compatible compact disc.
3. "Record" Drawings: Following construction, City will provide copies of changes and alterations made in the field during construction to Consulting Engineer/Architect to provide "record" drawings, unless Consulting Engineer/Architect has provided a floppy disk to City on which City can make changes. Consulting Engineer/Architect has the right to rely on the information provided by the City in preparing such documents, and shall have no independent duty to verify its accuracy.

**M. FEDERAL LOBBYING ACTIVITIES**

**(Only applies to projects receiving federal funds via the City)**

31 USCA Section 1352 requires all subgrantees, contractors, subcontractors and consultants who receive federal funds via City to certify that they will not use federal funds to pay any person for influencing or attempting to influence a federal agency or Congress in connection with the award of any federal contract, grant, loan or cooperative agreements. In addition, contract applicants, recipients and subrecipients must file a form disclosing any expenditures they make for lobbying out of non-federal funds during the contract period.

Necessary forms are available from the City's Project Manager and should be returned to City with other final contract documents. It is the responsibility of Consulting Engineer/Architect to obtain executed forms from any of its subcontractors who fall within the provision of the Code and to provide City with the same.

**N. COVENANT AGAINST CONTINGENT FEES**

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

**O. COMPLIANCE WITH LAWS**

Consulting Engineer/Architect shall abide by all applicable federal, state and local laws, ordinances and regulations applicable to the Engineering/Architectural Services or the Project at the time Services are rendered. Consulting Engineer/Architect shall secure all occupational and professional licenses and permits from public and private sources necessary for the fulfillment of his/her obligations under this Agreement.

**P. TITLES, SUBHEADS AND CAPITALIZATION**

Title and subheadings as used herein are provided only as a matter of convenience and shall have no legal bearing on the interpretation of any provision of this Agreement. Some terms are capitalized throughout this Agreement but the use of or failure to use capitals shall have no legal bearing on the interpretation of such terms.

**Q. SEVERABILITY CLAUSE**

Should any provision of this Agreement be determined to be void, invalid, unenforceable or illegal for whatever reason, such provision(s) shall be null and void; provided, however, that the remaining provisions of this Agreement shall be unaffected thereby and shall continue to be

valid and enforceable.

**EXECUTION OF CONTRACT**

The parties hereto have caused this Agreement to be executed in triplicate this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

AFFINIS CORP.

By: \_\_\_\_\_  
Richard A. Worrel, P.E.  
President

CITY OF OVERLAND PARK, KANSAS

\_\_\_\_\_  
Carl Gerlach, Mayor

ATTEST:

\_\_\_\_\_  
Marian Cook, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Tammy M. Owens  
Deputy City Attorney

## **Exhibit A: Basic Services and Other Matters**

**Scope of project:** This project includes design, plans, and specifications to be used for construction of a storm drainage improvement project near 92<sup>nd</sup> Place and Switzer Road. An overview of the project is shown in Exhibit C-1 of the Preliminary Engineering Study (PES) completed for the project, with the exception that the storm sewer replacement will be extended an additional 500 feet to 91<sup>st</sup> street between the homes on Larsen Drive and Goddard Street. The project consists of:

- Adding approximately 1,800 linear feet of reinforced concrete box (RCB) under Switzer Road from the concrete channel south of 92<sup>nd</sup> Place, north to 91<sup>st</sup> Street. Along the same limits the Switzer Road profile and street section will be designed to improve stormwater collection and conveyance. Impacted streets from the profile change will include 92<sup>nd</sup> Place, Wedd Drive, Mastin Street, and Mood Park Drive. At these locations the intersections will be designed and a segment of the road profiles will be changed to match the new Switzer Road profile.
- Improvements to the intersection of Melrose Street and Westbrooke Drive will be designed to capture stormwater runoff before it crosses 91<sup>st</sup> Street
- Replacing approximately 1,100 linear feet of a concrete channel with reinforced concrete pipe (RCP) and drainage structures between Switzer Road and Westbrook Drive north of 92<sup>nd</sup> Place. An overflow swale will be graded along the same location
- Removal and replacement of approximately 1,700 linear feet of corrugated metal pipe (CMP) between the homes from the intersection of 92<sup>nd</sup> Place and Westbrooke Drive northwest to 91<sup>st</sup> Street and Goddard Street. 500 feet of this section was not included in the PES.
- Removal and replacement of approximately 1,400 linear feet CMP in the backyards from the concrete lined channel at 92<sup>nd</sup> Place and Switzer Road west to the backyard at 9320 Goddard Street.

The Consulting Engineer shall furnish and perform the various professional duties and services required for the construction of the Project in accordance with all tasks listed in the current City of Overland Park Project Procedures Manual.

### **General Design Requirements**

All plan development stages shall be completed no later than the current project schedule's, exclusive of delays beyond the consultant's control. The consultant shall submit to the City progress reports at monthly or at mutually agreed intervals in conformity with the official project schedule.

The consultant shall design the Project in conformity with the state and federal design criteria appropriate for the Project in accordance with the City's Design and Construction Standards 2013 Edition, Johnson County SMAC requirements; the City's approved Project Development Procedures for Non-NHS Projects/Project Procedures Manual/KDOT Project Procedures Manual-City of Overland Park, Kansas; and the current version of the Manual on Uniform Traffic Control Devices (MUTCD) as adopted by the City; and the current version of the KDOT Standard Specifications for State Road and Bridge Construction with Special Provisions and the Geotechnical Bridge Foundation Investigation Guidelines .

The Design plans shall be signed and sealed by the licensed professional engineer responsible for the preparation of the design plans. Geological investigations or studies shall be signed and sealed by the licensed Geologist responsible for the preparation of the geological investigations or studies. Rights-of-way descriptions shall be signed and sealed by the licensed land surveyor responsible for the preparation of the rights of way descriptions.

## **General Survey Requirements:**

### **Vertical Control:**

Elevations for plans must be obtained from a benchmark on the Johnson County Vertical Control Network. Show the datum benchmark and elevation of the datum benchmark on the plans.

### **Horizontal Control:**

Section Corner and quarter section corner locations must be referenced to the Johnson County Horizontal Control Network. As part of the design survey all section corners and quarter section corners within the project area and others used for project control must be located, reference and state plane coordinates determined with GPS equipment. The coordinates and referenced ties shall be shown on the plans and the standard corner reference report submitted to the Kansas State Historical Society, the County Engineer, and cities project engineer within 30 days of the survey as required by state law. If a Johnson County Horizontal Control marker may be damaged by construction the County public works department should be notified prior to the bid letting.

### **Plan Notes - Johnson County Control Bench Marks:**

Any Johnson County benchmarks, Johnson County horizontal control monuments and any section corner and quarter section corners within the area surveyed for the project must be conspicuously indicated on the plans. All bench marks and section and quarter section corners and property pins within the construction limits shall include a note for the re-establishment of the monuments.

## **Task I. Preliminary Design**

### **1.01. Data Collection.**

- A. Attend pre-design meeting.
- B. Develop design criteria for the project and prepare design memorandum to be reviewed and approved prior to development of preliminary plans.
- C. Develop detailed design schedule. Submit copy to City, and provide digital updates at scheduled progress meetings. Include at least the following benchmarks:
  - 1. Survey complete.
  - 2. Data collection complete.
  - 3. Preliminary plans complete.
  - 4. First neighborhood meeting.
  - 5. Preliminary plans to all utilities.
  - 6. Field check complete.
  - 7. Legal descriptions to City.
  - 8. Second neighborhood meeting (easement acquisition)
  - 9. All other agency permit applications submitted.
  - 10. Final plans submitted for review.
  - 11. Project ready for bid.
- D. Schedule and coordinate project activities with City.

E. Field data collection:

1. Establish land corners.
2. Field surveys.
3. Contact utilities and field locate all utilities.
4. Low opening elevations of all existing structures.
5. Field locate irrigation systems.
6. Locate and inventory existing tree types and landscape plantings on private properties adjacent to project limits, including species and size.

F. Ownership and abutting property information:

1. Secure plats
2. Obtain ownership information. The Consulting Engineer shall obtain ownership information from Johnson County's records. The last deed of record shall be obtained and utilized by the Consultant. If the City should request a full ownership and encumbrance report, the Consultant shall be compensated as Additional Services as stipulated in Section II of this agreement. Under these Additional Services the Consultant will contract with a City-approved title company for ownership information investigations and obtain a full ownership and encumbrance report. The costs associated with ownership information investigations shall be paid by the Consulting Engineer to the title company.

a. Provide spreadsheet related to ownership including:

- (1) Owner Name
- (2) Address
- (3) Site Address
- (4) Easements
- (5) Square Footage

b. Title information will be provided in electronic format.

3. Collect record drawings on abutting projects and subdivisions.

G. Conduct sub-surface geotechnical investigations to determine soil properties and depth to bedrock depth for design. For the field exploration, a total of 10 borings are planned for the project. It is assumed that the depths of investigation will vary from 10 to 20 feet, with undisturbed sampling at every 5 feet or change in stratum. A geotechnical report will be prepared that will provide recommendations related to depth of bedrock and in-place soils/bedrock conditions, including depth to groundwater, for support of construction of the proposed storm sewer system. The report will also provide recommendations related to the RCB foundation design.

- H. Review and analyze information from previous studies and 91<sup>st</sup> Street construction plans.
- 1.02.** Prepare base map at a scale of 1:20 showing both contours at 1-foot intervals and property lines
- A. Prepare field check plans
1. Cover sheet.
  2. Easement layout to include property lines and owner information, subdivision names, lots and situs address.
  3. Typical swale sections (at 50-foot intervals).
  4. Surface drainage design
    - a. Drainage area maps and computations.
    - b. Pavement spread calculations.
    - c. Pipe and overflow swale typical sections and calculations.
    - d. Inlet and other structure design calculations.
    - e. Hydraulic modeling.
    - f. 10 and 100-year hydraulic grade calculations.
  5. Plan and Profile sheets
    - a. Plan scale = 1:20
    - b. Profile scale H = 1:20; V = 1:5
    - c. Property lines and owner information.
    - d. HGL 10-year and 100-year design storms
    - e. Display location of existing utilities and underground facilities in the base map. Reference station location of existing utilities to the base line of the proposed improvements in the plan and profiles
    - f. Landmark items to be protected or removed by project (fences, sprinklers, trees, shrubs, landscape beds, etc.
    - g. Low opening elevations of all existing structures
  6. Cross sections along Switzer Road at 25-foot intervals and at driveways. Cross sections along overflow swales as at critical low points only.
  7. Grading Plans (Plan Scale 1:20)
  8. Roadway profiles for Switzer Road, Wedd Drive, Mastin Street and Moody Park Drive
    9. Intersection layouts for Switzer Road and 92<sup>nd</sup> Place, Wedd Drive, Mastin Street, and Moody Park
  10. Preliminary traffic control and sidewalk detours for construction plan sheets.
  11. Preliminary designs for structural elements and connections.

- 1.03.** Develop preliminary opinion of probable project costs itemized by unit of work, including right-of-way, easements and contingency.
- 1.04.** Submit preliminary plans, design memorandum, and opinion of probable cost to City and Johnson County SMP for review in accordance with SMP guidelines and procedures..
- 1.05.** Submit preliminary plans to utility companies for their use in preparing for relocations.
- 1.06.** Meet with utility companies to coordinate relocations (three meetings).
- 1.07.** Meet with City in connection with such preliminary work and provide weekly progress reports.
- 1.08.** Field Check to be performed with representatives of the Consulting Engineer and the City at the project site with appropriate detailed plans.
- 1.09.** Coordinate with City and an approved manufacturer of pre-cast concrete structures for reinforced concrete box layout and inlet design and incorporate into final design.
- 1.10.** Right-of-way and easements.
  - A. Describe right-of-way and easements necessary to complete project.
    1. Furnish legal descriptions sealed by an RLS licensed in the state of Kansas. Legal descriptions are also to be provided in a digital format compatible with Microsoft Word 2003.
    2. Furnish an ownership and easement spreadsheet to include Owner Name; Owner Address; Site Address and proposed easements to include type and square footage.
    3. Prepare the front end easement documents for the City.
    4. Maps and sketches as
    5. follows:
      - a. Plan and profile pages showing all proposed takings.
      - b. Individual drawings of takings for each ownership including:
        - (1) Title block.
        - (2) Ownership boundaries.
        - (3) Existing landmarks items protected or removed by the project (trees, buildings, fences, shrubs, landscape beds, etc).
        - (4) Existing rights-of-way and easements.
        - (5) Proposed takings identified with text and graphically.
        - (6) Legend for taking type.
        - (7) Graphical scale and north arrow.
        - (8) Ownership information.



(9) Legal description of all takings.

- B. The Consulting Engineer shall stake in the field the location of rights-of-way and/or easements prior to acquisition and construction as requested by the City, and shall meet with the City to identify easement and right-of-way locations. The Consultant shall also stake the proposed storm structure locations as requested by the City. Staking for 10 properties or structures has been included in the fee for the project. Additional staking shall be compensated as Additional Services as stipulated in Section II of this agreement.

**1.11. Public Information:**

- A. Prepare for and attend three neighborhood meetings to explain the project to residents of the project area, and to receive public comments at a time and place arranged for by the City.
  - 1. Prepare exhibits, including preliminary plans (showing right-of-way taking and easements).
  - 2. Have persons available to explain the proposed work and to answer questions.
- B. The Consulting Engineer will be available to meet with City staff and concerned property owners as directed by the City to discuss the project at any time throughout the project.

**1.12. Permitting.**

- A. Prepare the necessary plans and applications for permit submission to and approval of:
  - 1. City of Overland Park.
  - 2. Johnson County Stormwater Management Program (SMP)
  - 3. NPDES
  - 4. Kansas Department of Agriculture, Department of Water Resources

**Task II. Final Design**

**2.01. Prepare detailed plans and specifications.**

- A. Cover sheet.
- B. Project Notes and summary of quantities and recapitulation sheets.
- C. Survey reference and easement layout to include property lies and owner information, subdivision names, lots and situs address.
- D. Typical street sections.
- E. Surface drainage design
  - 1. Drainage area maps and computations.
  - 2. Pavement spread calculations.
  - 3. Pipe and overflow swale typical sections and calculations.
  - 4. Inlet and other structure design calculations.
  - 5. 10 and 100-year hydraulic grade calculations.

F. Plan and Profile sheets

1. Plan scale = 1:20
2. Profile scale H = 1:20; V = 1:5
3. Property lines and owner information.
4. Base mapping registered to the base lines of the proposed improvements.
5. HGL 10-year and 100-year design storms
6. Location of existing utilities and underground facilities
7. Landmark items to be protected or removed by project (fences, sprinklers, trees, shrubs, landscape beds, etc)
8. Low opening elevations of all existing structures

G. ADA ramp details (18 ramps only)

H. Driveway replacements

- I. Cross sections along Switzer Road at 25-foot intervals and at driveways. Cross sections along overflow swales at as necessary.

J. Grading Plans

- K. Traffic control plan, sidewalk detouring, and construction phasing including detour routing for each phase of the project.

- L. Landscape replacement table that itemizes trees, buildings, fences, shrubs, landscape beds, etc. that will be replaced by the project for each property

- M. Erosion control plans and staging chart meeting all City, KDOT, and NPDES requirements. The erosion control plan shall be shown in stages related to construction activities for the project.

- N. Sanitary sewer connection plans, including replacing existing lines with ductile iron pipe or a concrete encasement. Sanitary sewer main relocation plans are NOT considered part of the Basic Scope of Services and shall be compensated as Additional Services as stipulated in Section II of this agreement.

O. Standard and special detail sheets.

P. RCB layout and section sheets

Q. Headwall and wing wall layout and details

R. Project Manual

1. Compile technical specifications and front end documents from current standard City specifications and provide written modifications specific to project.
2. City will provide front end documents and compile manual for reproduction.
3. Reproduce project manual as needed per requirements of City.

- 2.02.** Prepare Stormwater Pollution Prevention Plan (SWPPP). Prepare erosion and sediment control plans and the SWPPP for the project. Plans shall conform to OP design checklists and requirements. The SWPPP shall follow Overland Park template and conform to KDHE

requirements, including project narrative, analyses of site, description of all project controls and locations. Provide 2 copies of SWPPP notebook to the City at time of bidding.

- 2.03.** Schedule and attend utility coordination meetings as required.
- 2.04.** Prepare a detailed opinion of probable cost.
  - A. Include an appropriate contingency.
  - B. Estimate time required to complete construction.
  - C. Provide input to the City regarding forms for:
    1. Proposals
    2. Construction contracts.
    3. Bonds.
- 2.05.** At the completion of the project, furnish to the City the CAD drawings of the project in the Consulting Engineer's digital format and TIFF images in compressed CCITT, group 4 at 200 dpi format for the City's future use. The record contract documents for the project will be the original sealed drawings.
- 2.06.** Furnish 7 copies of detailed plans and specifications to the City. 1 copy of the plans, specifications, and opinion of probably cost will be submitted to the Johnson County Stormwater Management Program accordance with SMP guidelines and procedures..
  - A. Plan sets will be prepared in:
    1. One (1) Full size (22" x 34")
    2. Six (6) Half size (11"x 17")
  - B. These plans are to be furnished at no additional cost, and are separate from those sold to prospective bidders.
- 2.07.** Meet with City during preparation of final plans and provide progress updates.

**Task III.     Bidding**

- 3.01.** Prepare plans and specifications for bidders at cost to recover expense of duplication and handling
- 3.02.** Consult with and advise the City as to acceptability of substitute materials and equipment.
- 3.03.** Answer Contractor questions during the bid period.
- 3.04.** Attend Bid opening, review bids and prepare bid tabulation.
- 3.05.** Assist City in analyzing bids and making recommendation for award of the construction contract.
- 3.06.** Prepare Contract Documents and print construction sets for Contractor and City.
- 3.07.** Prepare written addenda to the bidding documents as required and or requested.
- 3.08.** Arrange for, attend, and prepare meeting minutes for a pre-construction conference with City representatives, the successful bidder, and utility companies.

**Task IV. Construction Services**

- 4.01.** Be available for discussion and consultation during the construction phase, but construction observation will be the responsibility of the City of Overland Park.
- 4.02.** Review shop drawings and be available for consultation with the City during construction.
- 4.03.** Prepare plan revisions as necessitated by conditions encountered in the field during construction, with the exception of traffic control plans.
- 4.04.** Prepare or review major amendments to the SWPPP as required by the City. Minor field changes and amendments will generally be approved directly by the City.
- 4.05.** Prepare final record drawings which reflect:
  - A. All change orders.
  - B. Minor design changes.
  - C. Changes made in the field by City representatives and are marked on the construction plan set.
  - D. Submit updated CAD drawings and TIFF images of the revised sheets.
- 4.06.** Attend weekly construction progress meetings as directed by the City.

**Completion time:** The Consulting Engineer hereby agrees to complete preliminary plans suitable for a public information meeting including easement and right-of-way descriptions and drawings (Task I) by December 20, 2013, and to complete all work necessary to and including preparation of final plans (Task II) by May 01, 2014.



**Exhibit B**

**2014 92nd Place and Switzer Storm Drainage Improvements**

Date: 5/10/2013

Client: Overland Park, KS

Project: 2014 92nd Place and Switzer

Made By: BMJ/RLU

Tasks	Principal	Senior	Project	Project	Design	Land	Survey/CAD	Survey	Clerical	LABOR	DIRECT EXPENSES		TOTAL
	\$200.00	Traffic Eng. \$185.00	Manager \$155.00	Engineer \$130.00	Tech \$85.00	Surveyor \$130.00	Tech \$85.00	Crew \$80.00	\$70.00	COSTS	ITEM	COST	FEE
<b>TASK 1. PRELIMINARY DESIGN</b>													
<b>1.01 Data Collection</b>	10			8						\$ 3,040			\$ 3,040
A Attend Pre-Design Meeting			2	2						\$ 570	Mileage	\$ 15	\$ 585
B Develop design criteria for the project; prepare design memo				4						\$ 520			\$ 520
C Develop Detailed Design Schedule			2	1						\$ 440			\$ 440
D Schedule & Coordinate Project Activities with City				8						\$ 1,040			\$ 1,040
E Field Data Collection				4			40	720		\$ 61,520	Mileage	\$ 1,000	\$ 62,520
F Prepare Topo Base Map							120		16	\$ 11,320	Plats, maps	\$ 300	\$ 11,620
F2 Obtain ownership information (last deed of record only)							16		16	\$ 2,480			\$ 2,480
F3 Collect Record Drawings					4					\$ 340			\$ 340
G Geotech Sub-Surface Investigation (11 borings)			4	4						\$ 1,140	Geotech Sub	\$ 16,500.00	\$ 17,640
H Review previous studies			2	4						\$ 830			\$ 830
										\$ -			\$ -
<b>1.02 Develop Base Map from Survey Information</b>										\$ -			\$ -
										\$ -			\$ -
A Prepare Field Check Plans				60	80					\$ 14,600			\$ 14,600
A1 Cover Sheet					4					\$ 340			\$ 340
A2 Property lines, easements and owner information from plats						40	40			\$ 8,600			\$ 8,600
A3 Typical Sections (Switzer Road)				2	8					\$ 940			\$ 940
A4 Surface Drainage Design				100	16					\$ 14,360			\$ 14,360
A5 Plan & Profile Sheets				72	130					\$ 20,410			\$ 20,410
A6 Cross sections and driveway design			1	48	32					\$ 9,115			\$ 9,115
A7 Grading plans				12	32					\$ 4,280			\$ 4,280
A8 Roadway profiles			1	40	68					\$ 11,135			\$ 11,135
A9 Intersection layouts				40	48					\$ 9,280			\$ 9,280
A10 Preliminary traffic control and sidewalk detours		6		12	16		16			\$ 5,390			\$ 5,390
A11 Preliminary structural design				16	16					\$ 3,440			\$ 3,440

		Principal	Senior	Project	Project	Design	Land	Survey/CAD	Survey	Clerical	LABOR	DIRECT EXPENSES		TOTAL
			Traffic Eng.	Manager	Engineer	Tech	Surveyor	Tech	Crew		COSTS	ITEM	COST	FEE
Tasks		\$200.00	\$185.00	\$155.00	\$130.00	\$85.00	\$130.00	\$85.00	\$80.00	\$70.00				
											\$ -			\$ -
1.03	Develop Probable Project Costs			2	8	12					\$ 2,370			\$ 2,370
1.04	Submit Preliminary Plans and Costs to City & SMAC for Review			4	12	12			4		\$ 3,480	Printing	\$ 200.00	\$ 3,680
1.05	Submit Preliminary Plans to Utility Companies				4	16			4		\$ 2,160	Printing	\$ 250.00	\$ 2,410
	Relocations										\$ -			\$ -
1.06	Meet with Utility Companies to Coordinate Relocations (3 meetings)			6	30						\$ 4,830			\$ 4,830
A	Review sanitary sewer videos to determine lateral locations							12			\$ 1,020			\$ 1,020
1.07	Project Meetings and Progress Reports with City			12	12						\$ 3,420	Mileage	\$ 40.00	\$ 3,460
1.08	Field Check to Review Site Conditions			4	12	8					\$ 2,860	Mileage	\$ 20.00	\$ 2,880
1.09	RCB precast coordination				2						\$ 260			\$ 260
1.10	Preliminary Street Lighting Design				8	16					\$ 2,400			\$ 2,400
											\$ -			\$ -
1.11	Right-of-Way and Easements										\$ -			\$ -
A	Prepare Legal Descriptions & Tract Maps (145 parcels)						40	120		120	\$ 23,800			\$ 23,800
B	Stake Easements and Structures in the Field (10 properties)							8	20		\$ 2,280	Mileage	\$ 100	\$ 2,380
											\$ -			\$ -
1.12	Public Information Meetings										\$ -			\$ -
A	Prepare for and Attend Three Public Information Mtgs			6	36					8	\$ 6,170	Boards/Plans	\$1,000	\$ 7,170
B	Meet with City and Property Owners to Discuss Concerns			4	8						\$ 1,660	Mileage	\$ 40.00	\$ 1,700
											\$ -			\$ -
1.13	Permitting										\$ -			\$ -
A	Permit Applications			2	24					2	\$ 3,570			\$ 3,570
	<b>Subtotal Task I - Hours</b>	10	6	52	593	518	80	372	740	170				
	<b>Subtotal Task I - Cost</b>	\$2,000	\$1,110	\$8,060	\$77,090	\$44,030	\$10,400	\$31,620	\$59,200	\$11,900	\$ 245,410		\$ 19,465.00	\$ 264,875
													Percent of Fee	63%

		Principal	Senior	Project	Project	Design	Land	Survey/CAD	Survey	Clerical	LABOR	DIRECT EXPENSES		TOTAL
			Traffic Eng.	Manager	Engineer	Tech	Surveyor	Tech	Crew		COSTS	ITEM	COST	FEE
Tasks		\$200.00	\$185.00	\$155.00	\$130.00	\$85.00	\$130.00	\$85.00	\$80.00	\$70.00				
	<b>TASK II. FINAL DESIGN</b>													
<b>2.01</b>	<b>Final Plans and Specifications</b>	10			12						\$ 3,560			\$ 3,560
A	Cover Sheet					4					\$ 340			\$ 340
B	Project notes,summary of quantities and recap sheet				40	40					\$ 8,600			\$ 8,600
C	Survey reference and easement layouts					4					\$ 340			\$ 340
D	Typical Sections				20	16					\$ 3,960			\$ 3,960
E	Surface Drainage Design				60						\$ 7,800			\$ 7,800
F	Plan & Profile Sheets				100	140					\$ 24,900			\$ 24,900
G	Intersection and ADA Ramp Details (18 ramps)				20	70					\$ 8,550			\$ 8,550
H	Driveway Replacements				8	16					\$ 2,400			\$ 2,400
I	Cross Sections				52	60					\$ 11,860			\$ 11,860
J	Grading Plans				4	16					\$ 1,880			\$ 1,880
K	Traffic Control & Construction Phasing Plans		2		8	12					\$ 2,430			\$ 2,430
L	Landscape Replacement					20					\$ 1,700			\$ 1,700
M	Erosion Control Plans, Details & Estimated Quantities				16	40					\$ 5,480			\$ 5,480
N	Sanitary Sewer Connection Plans (Mains by Supplement only)										\$ -			\$ -
O	Standard and Special Detail Sheets & RCB Pre-Cast coordination				56	46					\$ 11,190			\$ 11,190
P	RCB layout and section sheets				8	16					\$ 2,400			\$ 2,400
Q	Headwall and wing wall layout and details			2	34					4	\$ 5,010			\$ 5,010
R	Final street lighting plans				4	12					\$ 1,540			\$ 1,540
S	Project Manual			2	34					4	\$ 5,010			\$ 5,010
											\$ -			\$ -
<b>2.02</b>	<b>Prepare SWPPP</b>				8					8	\$ 1,600	Printing	\$ 100.00	\$ 1,700
											\$ -			\$ -
<b>2.03</b>	<b>Utility Coordination Mtgs &amp; Field Coord.</b>			12	40	24				8	\$ 9,660			\$ 9,660
											\$ -			\$ -
<b>2.04</b>	<b>Detailed Opinion of Probable Cost</b>				8	8					\$ 1,720			\$ 1,720
											\$ -			\$ -
<b>2.05</b>	<b>Furnish CAD drawings and TIFF images</b>					4				2	\$ 480			\$ 480
											\$ -			\$ -
<b>2.06</b>	<b>Submit Final Plans to City and SMAC</b>				8	8					\$ 1,720			\$ 1,720
A	Plan Printing & Production				4	12				4	\$ 1,820	Printing	\$ 250.00	\$ 2,070
B	Furnish Plans to Prospective Bidders					4					\$ 340			\$ 340
											\$ -			\$ -
<b>2.07</b>	<b>Meet with City bi-weekly during design</b>			12	20						\$ 4,460	Mileage	\$ 80.00	\$ 4,540
											\$ -			\$ -
											\$ -			\$ -
	<b>Subtotal Task II - Hours</b>	10	2	28	564	572	0	0	0	30				
	<b>Subtotal Task II - Cost</b>	\$ 2,000	\$ 370	\$ 4,340	\$ 73,320	\$ 48,620	\$ -	\$ -	\$ -	\$ 2,100	\$ 130,750		\$ 430	\$ 131,180
													Percent of Fee	31%

		Principal	Senior	Project	Project	Design	Land	Survey/CAD	Survey	Clerical	LABOR	DIRECT EXPENSES		TOTAL
			Traffic Eng.	Manager	Engineer	Tech	Surveyor	Tech	Crew		COSTS	ITEM	COST	FEE
Tasks		\$200.00	\$185.00	\$155.00	\$130.00	\$85.00	\$130.00	\$85.00	\$80.00	\$70.00				
<b>TASK III. BIDDING</b>														
3.01	Prepare plans and specifications for bidders at cost to recover expenses					8				4	\$ 960			\$ 960
3.02	Consult with and advise the City as to acceptability of substitute materials				8						\$ 1,040			\$ 1,040
3.03	Consultation during bid period	2		6	8						\$ 2,370			\$ 2,370
3.04	Bid Opening, Bid Review & Bid Tab				2	4				4	\$ 880			\$ 880
3.05	Analyze Bids & Recommend Award				2						\$ 260			\$ 260
3.06	Prepare Contract Documents and Construction Plan Sets					4					\$ 340			\$ 340
3.07	Bid Addenda			2	8						\$ 1,350			\$ 1,350
3.08	Pre-Construction Conference			2	6					2	\$ 1,230			\$ 1,230
												Mileage	\$ 50	\$ 50
												Printing	\$ 100	\$ 100
	Subtotal Task III - Hours	2		10	34	16	0	0	0	10				
	Subtotal Task III - Cost	\$400		\$1,550	\$4,420	\$1,360	\$0	\$0	\$0	\$700	\$ 8,430		\$ 150	\$ 8,580
													Percent of Fee	2%
<b>TASK IV. CONSTRUCTION SERVICES</b>														
4.01	Discussions & Consultations During Construction	2			12						\$ 1,960			\$ 1,960
4.02	Review Shop Drawings			4	60	16					\$ 9,780			\$ 9,780
4.03	Prepare Plan Revisions for Field Changes (Excludes Traffic Control)				8	12					\$ 2,060			\$ 2,060
4.04	Prepare SWPPP Revisions				2						\$ 260			\$ 260
4.05	Prepare Final Record Drawings										\$ -			\$ -
A-C	Prepare As-Built from City's Construction Records				2	16				8	\$ 2,180			\$ 2,180
D	Provide Digital Format (CAD Drawings & .tif Images)					4					\$ 340			\$ 340
4.06	Construction Progress Meetings (8 meetings)				16						\$ 2,080			\$ 2,080
											\$ -	Mileage	\$ 100	\$ 100
	Subtotal Task IV - Hours	2	0	4	100	48	0	0	0	8				
	Subtotal Task IV - Cost	\$400	\$0	\$620	\$13,000	\$4,080	\$0	\$0	\$0	\$560	\$ 18,660		\$ 100	\$ 18,760
													Percent of Fee	4%
<b>GRAND TOTAL HOURS</b>		24	8	94	1291	1154	80	372	740	218				3981
<b>GRAND TOTAL FEE</b>		\$4,800	\$1,480	\$14,570	\$167,830	\$98,090	\$10,400	\$31,620	\$59,200	\$15,260	\$403,250		\$ 20,145	\$ 423,395