

③ ✓ 1/4/16 ⑤

**DOCUMENT ROUTING FORM**

NAME OF DOCUMENT: **CONSULTING AGREEMENT for FORT LAUDERDALE EXECUTIVE AIRPORT SUSTAINABILITY MASTER PLAN (with BUREAU VERITAS NORTH AMERICA, INC.)**

Approved Comm. Mtg. on: **NOV 3, 2015**

**CAM #: 15-1180**

**ITEM #: PUR-5**

Routing Origin: ☒ Procurement

Also attached: ☒ copy of CAM

☒ Original Documents

1) **Procurement Division:** Delivered # 3 Original to City Attorney's Office on DEC <sup>28</sup>~~14~~ 2015.

2) **City Attorney's Office:** Approved as to Form # 3 Originals and Delivered to City Manager on \_\_\_\_\_.

**DJ WILLIAMS-PERSAD** ✓

3) **City Manager:** Please indicate if item is CIP Funded, sign where indicated, and forward \_\_\_\_\_ originals to City Clerk.

CIP FUNDED ☐ YES ☐ NO  
Capital Investment / Community Improvement Projects

**Capital Investment / Community Improvement Projects** defined as having a life of at least 10 years and a cost of at least \$50,000 and shall mean improvements to real property (land, buildings, fixtures) that add value and/or extend useful life, including major repairs such as roof replacement, etc. Term "Real Property" include: land, real estate, realty, real.

4) **City Clerk:** Retains one original and forwards 2 originals of document to:

**Linda Blanco, Procurement**

☒ Original Route form to Linda Blanco.

**AGREEMENT**

**Between**

**City of Fort Lauderdale**

**and**

**Bureau Veritas North America**

**for Project**

**FORT LAUDERDALE EXECUTIVE AIRPORT SUSTAINABILITY MASTER PLAN**

THIS IS AN AGREEMENT made and entered into this 3<sup>rd</sup> day of November 2015 by and between:

City of Fort Lauderdale, a Florida municipality,  
(hereinafter referred to as "CITY")

and

Bureau Veritas North America, a Delaware Corporation authorized to do business in the State of Florida. (referred to as "CONSULTANT").

WHEREAS, the City Commission of the City of Fort Lauderdale, Florida at its meeting of November 3, 2015 authorized by motion the execution of this Agreement between CONSULTANT and CITY authorizing the performance of Fort Lauderdale airport sustainability master plan, RFQ No.946-11300 (the "Agreement"); and

WHEREAS, the CONSULTANT is willing and able to render professional services for such project for the compensation and on the terms hereinafter set forth;

NOW, THEREFORE, in consideration of the mutual covenants, agreements, terms, and conditions contained herein, the parties hereto, do agree as follows:

#### ARTICLE 1 DEFINITIONS AND IDENTIFICATIONS

For the purposes of this Agreement and the various covenants, conditions, terms and provisions which follow, the DEFINITIONS and IDENTIFICATIONS set forth below are assumed to be true and correct and are therefore agreed upon by the parties.

- 1.1 AGREEMENT: Means this document between the CITY and CONSULTANT dated November 3, 2015 and any duly authorized and executed Amendments to Agreement.
- 1.2 CERTIFICATE FOR PAYMENT: A statement by CONSULTANT based on observations at the site and on review of documentation submitted by the Contractor that by its issuance recommends that CITY pay identified amounts to the Contractor for services performed by the Contractor at the Project.
- 1.3 CHANGE ORDER: A written order to the CONSULTANT approved by the CITY authorizing a revision to this agreement between the CITY and the CONSULTANT that is directly related to the original scope of work or an adjustment in the original contract price or the contract time directly related to the original scope of work, issued on or after the effective date of his Agreement.

The CONSULTANT may review and make recommendations to the CITY on any

proposed Change Orders, for approval or other appropriate action by the CITY.

- 1.4 CITY: The City of Fort Lauderdale, a Florida municipality.
- 1.5 CITY MANAGER: The City Manager of the City of Fort Lauderdale, Florida.
- 1.6 COMMISSION: The City Commission of the City of Fort Lauderdale, Florida, which is the governing body of the CITY government.
- 1.7 CONSTRUCTION COST: The total construction cost to CITY of all elements of the Project designed or specified by the CONSULTANT.
- 1.8 CONSTRUCTION COST LIMIT: A maximum construction cost limit established by the CITY defining the maximum budget amount to which the final construction documents should be designed so as not to exceed.
- 1.9 CONSTRUCTION DOCUMENTS: Those working drawings and specifications and other writings setting forth in detail and prescribing the work to be done, the materials, workmanship and other requirements for construction of the entire Project, including any bidding information.
- 1.10 CONSULTANT: Bureau Veritas North America , the CONSULTANT selected to perform professional services pursuant to this Agreement.
- 1.11 CONTRACT ADMINISTRATOR: The Public Works Director of the City of Fort Lauderdale, or his designee. In the administration of this Agreement, as contrasted with matters of policy, all parties may rely upon instructions or determinations made by the Contract Administrator.
- 1.12 CONTRACTOR: One or more individuals, firms, corporations or other entities identified as such by a written agreement with CITY ("Contract for Construction") to perform the construction services required to complete the Project.
- 1.13 ERROR: A mistake in design, plans and/or specifications that incorporates into those documents an element that is incorrect and is deficient from the standard of care that a professional engineer in similar circumstances, working on a similar project and location would have exercised. Also includes mistakes in design, plans, specifications and/or shop drawings review that lead to materials and/or equipment being ordered and/or delivered where additional costs are incurred.
- 1.14 FINAL STATEMENT OF PROBABLE CONSTRUCTION COSTS: A final cost estimate prepared by CONSULTANT during the Final Design Phase of the Project, based upon the final detailed Construction Documents of the Project.
- 1.15 NOTICE TO PROCEED: A written Notice to Proceed with the Project issued by the Contract Administrator.

- 1.16 OMISSION: A scope of work missed by the CONSULTANT that is necessary for the Project, including a quantity miscalculation, which was later discovered and added by Change Order and which is deficient from the standard of care that a professional engineer in similar circumstances, working on a similar project and location would have exercised. Also includes design that was wrong, but was corrected after award to the Contractor, but before the construction process was materially affected.
- 1.17 ORIGINAL CONTRACT PRICE: The original bid and/or contract price as awarded to a Contractor based upon the CONSULTANT'S final detailed Construction Documents of the Project.
- 1.18 PLANS AND SPECIFICATIONS: The documents setting forth the final design plans and specifications of the Project, including architectural, civil, structural, mechanical, electrical, communications and security systems, materials, lighting equipment, site and landscape design, and other essentials as may be appropriate, all as approved by CITY as provided in this Agreement.
- 1.19 PRELIMINARY PLANS: The documents prepared by the CONSULTANT consisting of preliminary design drawings, renderings and other documents to fix and describe the size and character of the entire Project, and the relationship of Project components to one another and existing features.
- 1.20 PROJECT: An agreed scope of work for accomplishing a specific plan or development. This may include, but is not limited to, planning, architectural, engineering, and construction support services. The services to be provided by the CONSULTANT shall be as defined in this Agreement and further detailed in Task Orders for individual projects or combinations of projects. The Project planning, design and construction may occur in separate phases and Task Orders at the CITY's discretion.
- 1.21 RESIDENT PROJECT REPRESENTATIVE: Individuals or entities selected, employed, compensated by and directed to perform services on behalf of CITY, in monitoring the Construction Phase of the Project to completion.
- 1.22 TASK ORDER: A document setting forth a negotiated detailed scope of services to be performed by the CONSULTANT at fixed contract prices in accordance with this Agreement between the CITY and the CONSULTANT.
- 1.23 TIME OF COMPLETION: Time in which the entire work shall be completed for each Task Order.

ARTICLE 2  
PREAMBLE

In order to establish the background, context and frame of reference for this Agreement and to generally express the objectives and intentions of the respective parties hereto, the following statements, representations and explanations shall be accepted as predicates for the undertakings and commitments included within the provisions of this Agreement which follow and may be relied upon by the parties as essential elements of the mutual considerations upon which this Agreement is based.

- 2.1 Pursuant to Section 287.055, Florida Statutes, CITY has formed a Committee to evaluate the CONSULTANT's statement of qualifications and performance data to ensure that the CONSULTANT has met the requirements of the Consultants' Competitive Negotiation Act, as set forth in Section 287.055, Florida Statutes, and has selected CONSULTANT to perform services hereunder.

ARTICLE 3  
SCOPE OF SERVICES

- 3.1 The CONSULTANT shall perform the following professional services: Fort Lauderdale Airport Sustainability Master Plan as more specifically described in Exhibit "A," Scope of Services, attached hereto and incorporated herein. CONSULTANT shall provide all services set forth in Exhibit "A" including all necessary, incidental and related activities and services required by the Scope of Services and contemplated in CONSULTANT's level of effort.
- 3.2 CITY and CONSULTANT acknowledge that the Scope of Services does not delineate every detail and minor work tasks required to be performed by CONSULTANT to complete the Project. If, during the course of the performance of the services included in this Agreement, CONSULTANT determines that work should be performed to complete the Project which is in the CONSULTANT's opinion, outside the level of effort originally anticipated, whether or not the Scope of Services identifies the work items, CONSULTANT shall notify Contract Administrator and obtain written approval by the CITY in a timely manner before proceeding with the work. If CONSULTANT proceeds with said work without notifying the Contract Administrator, said work shall be deemed to be within the original level of effort, whether or not specifically addressed in the Scope of Services. Notice to Contract Administrator does not constitute authorization or approval by CITY to perform the work. Performance of work by CONSULTANT outside the originally anticipated level of effort without prior written CITY approval is at CONSULTANT's sole risk.
- 3.3 CITY and CONSULTANT acknowledge that Basic Services described in Exhibit "A" are included in the fee agreed upon. The CITY and CONSULTANT may negotiate additional scopes of services, compensation, time of performance and other related matters for future phases of Project. If CITY and CONSULTANT cannot contractually agree, CITY shall have the right to immediately terminate

negotiations at no cost to CITY and procure services for future Project phases from another source.

#### ARTICLE 4 GENERAL PROVISIONS

- 4.1 Negotiations pertaining to the professional design, engineering, architectural and project management services to be performed by the CONSULTANT have been undertaken between CONSULTANT and a committee of CITY representatives pursuant to Section 287.055, Florida Statutes, and this Agreement incorporates the results of such negotiation.
- 4.2 CONSULTANT shall include CITY's specific Task Order number as part of the heading on all correspondence, invoices and drawings. All correspondence shall be directed specifically to the Contract Administrator.

#### ARTICLE 5 TASK ORDERS FOR ADDITIONAL SERVICES

- 5.1 Task Orders for additional services shall be jointly prepared by the CITY and CONSULTANT defining the detailed scope of services to be provided for the Project. Each Task Order shall be separately numbered and approved in accordance with this Agreement and all applicable CITY code requirements. These Task Orders shall be considered supplemental to the general description of basic services as described in Exhibit "A".
- 5.2 Under all Task Orders and Projects, CITY may require the CONSULTANT, by specific written authorization, and for mutually agreed upon additional compensation, to provide or assist in obtaining one or more of the following special services. These services may include, at the discretion of the CITY, the following items:
  - 5.2.1 Providing additional copies of reports, contract drawings and documents; and
  - 5.2.2 Assisting CITY with litigation support services arising from the planning, development, or construction.
- 5.3 Prior to initiating the performance of any services under this Agreement, CONSULTANT must receive a written Notice to Proceed / Purchase Order from the CITY. The CONSULTANT must receive the approval of the Contract Administrator or his designee in writing prior to beginning the performance of services in any subsequent Task Order under this Agreement.
- 5.4 In the event CONSULTANT is unable to complete the services on the date or

negotiations at no cost to CITY and procure services for future Project phases from another source.

#### ARTICLE 4 GENERAL PROVISIONS

- 4.1 Negotiations pertaining to the professional design, engineering, architectural and project management services to be performed by the CONSULTANT have been undertaken between CONSULTANT and a committee of CITY representatives pursuant to Section 287.055, Florida Statutes, and this Agreement incorporates the results of such negotiation.
- 4.2 CONSULTANT shall include CITY's specific Task Order number as part of the heading on all correspondence, invoices and drawings. All correspondence shall be directed specifically to the Contract Administrator.

#### ARTICLE 5 TASK ORDERS FOR ADDITIONAL SERVICES

- 5.1 Task Orders for additional services shall be jointly prepared by the CITY and CONSULTANT defining the detailed scope of services to be provided for the Project. Each Task Order shall be separately numbered and approved in accordance with this Agreement and all applicable CITY code requirements. These Task Orders shall be considered supplemental to the general description of basic services as described in Exhibit "A".
- 5.2 Under all Task Orders and Projects, CITY may require the CONSULTANT, by specific written authorization, and for mutually agreed upon additional compensation, to provide or assist in obtaining one or more of the following special services. These services may include, at the discretion of the CITY, the following items:
  - 5.2.1 Providing additional copies of reports, contract drawings and documents; and
  - 5.2.2 Assisting CITY with litigation support services arising from the planning, development, or construction.
- 5.3 Prior to initiating the performance of any services under this Agreement, CONSULTANT must receive a written Notice to Proceed / Purchase Order from the CITY. The CONSULTANT must receive the approval of the Contract Administrator or his designee in writing prior to beginning the performance of services in any subsequent Task Order under this Agreement.
- 5.4 In the event CONSULTANT is unable to complete the services on the date or



dates as provided in this Agreement, or subsequent Task Orders, because of delays resulting from the untimely review and approval by CITY and other governmental authorities having jurisdiction over the Project, CITY may grant an appropriate extension of time for completion of the work. It shall be the responsibility of the CONSULTANT to notify the CITY promptly in writing whenever a delay in approval by a governmental agency is anticipated or experienced, and to inform the CITY of all facts and details related to the delay.

- 5.5 If, in the opinion of the CITY, the CONSULTANT is improperly performing the services under a specific supplemental Task Order, or if at any time the CITY shall be of the opinion that said supplemental Task Order is being unnecessarily delayed and will not be completed within the agreed upon time, the CITY shall notify the CONSULTANT in writing. The CONSULTANT has within ten (10) working days thereafter to take such measures as will, in the judgment of the CITY, ensure satisfactory performance and completion of the work. If the CONSULTANT fails to cure within the ten (10) working days, the CITY may notify the CONSULTANT to discontinue all work under the specified Task Order. The CONSULTANT shall immediately respect said notice and stop said work and cease to have any rights in the possession of the work and shall forfeit the Task Order and any remaining monies. The CITY may then decide, after City Commission approval, to issue a new supplemental Task Order for the uncompleted work to another consultant using the remaining funds. Any excess costs arising therefrom over and above the original supplemental Task Order price shall be charged against CONSULTANT, as the original CONSULTANT.

## ARTICLE 6

### TERM OF AGREEMENT; TIME FOR PERFORMANCE

- 6.1 CONSULTANT shall perform the basic services described in Exhibit "A" within the time periods specified in Exhibit A. Said time periods shall commence from the date of the Notice to Proceed for such services.
- 6.2 Prior to beginning the performance of any services under this Agreement, CONSULTANT must receive a Notice to Proceed and a purchase order. CONSULTANT must receive written approval from the Contract Administrator prior to beginning the performance of services in any subsequent phases of the Agreement. Prior to granting approval for CONSULTANT to proceed to a subsequent phase, the Contract Administrator may, at his or her sole option, require CONSULTANT to submit itemized deliverables for the Contract Administrator's review.
- 6.3 In the event CONSULTANT is unable to complete the above services because of delays resulting from untimely review by CITY or other governmental authorities having jurisdiction over the Project, and such delays are not the fault of CONSULTANT, or because of delays which were caused by factors outside the control of CONSULTANT, CITY shall grant a reasonable extension of time for completion of the services and shall provide reasonable compensation, if

appropriate. It shall be the responsibility of the CONSULTANT to notify CITY promptly in writing whenever a delay in approval by a governmental agency is anticipated or experienced, and to inform CITY of all facts and details related to the delay.

- 6.4 The time for the performance of services described in Exhibit "A," Scope of Services and supplemental Task Orders shall be negotiated by the CITY and the CONSULTANT as the services are requested and authorized by the CITY.
- 6.5 The Term of this Agreement shall be limited to the time required to complete the Basic Services of the Project and any additional Project related Task Orders for additional services.

## ARTICLE 7 COMPENSATION AND METHOD OF PAYMENT

### 7.1 AMOUNT AND METHOD OF COMPENSATION

#### 7.1.1 Not To Exceed Amount Compensation

CITY agrees to pay CONSULTANT as compensation for performance of basic services as related to Exhibit "A" required under the terms of this Agreement up to a Not to Exceed Amount of \$141,300.00, and to reimburse CONSULTANT for Reimbursables as described in Section 7.2, up to a Not to Exceed Amount of \$3,454.45, for a total Not to Exceed Amount of \$144,754.45. It is agreed that the method of compensation is that of "Not to Exceed Amount" which means that CONSULTANT shall perform all services set forth in Exhibit "A" for total compensation in the amount of or less than that stated above. The total hourly rates payable by CITY for each of CONSULTANT's employee categories are shown on Exhibit "B."

### 7.2 REIMBURSABLES

- 7.2.1 Direct non-salary expenses, entitled Reimbursables, directly attributable to the Project will be charged at actual cost, in the total Not-to-Exceed amount of \$3,454.45. Reimbursable expenses are in addition to the compensation for basic services and include actual expenditures made by the CONSULTANT and the CONSULTANT'S employees directly attributable to the Project and will be charged at actual cost, without reference to the professional service fees above. CITY shall not withhold retainage from payments for Reimbursable Expenses. CONSULTANT shall be compensated for Reimbursables associated with a particular Task Order only up to the amount allocated for such Task Order. Any reimbursable or portion thereof which, when added to the Reimbursables related to a particular Task Order previously billed, exceeds the amount

allocated for such Task Order shall be the responsibility of the CONSULTANT unless otherwise agreed to in writing by the Contract Administrator. Travel and subsistence expenses for the CONSULTANT, his staff and subconsultants and communication expenses, long distance telephone, courier and express mail between CONSULTANT's and subconsultants' various offices are not reimbursable under this Agreement. Reimbursables shall include only the following listed expenses unless authorized in writing by the Contract Administrator:

- A. Printing and Photocopying B&W and color
- B. Posters / Banners (3' x 6' banner)
- C. Lamination (8.5" x 11")
- D. Overnight Delivery/Courier Charges (when CITY requires/requests this service).
- E. Flash Drive

7.2.2 Reimbursable subconsultant expenses are limited to the items described above when the subconsultant agreement provides for reimbursable expenses. A detailed statement of expenses must accompany any request for reimbursement. Local travel to and from the Project site or within the Tri-County Area will not be reimbursed.

7.2.3 It is acknowledged and agreed to by CONSULTANT that the dollar limitation set forth in each Task Order is a limitation upon, and describes the maximum extent of CITY's obligation to reimburse CONSULTANT for direct, nonsalary expenses, but does not constitute a limitation, of any sort, upon CONSULTANT's obligation to incur such expenses in the performance of services hereunder. If CITY or Contract Administrator requests CONSULTANT to incur expenses not contemplated in the amount for Reimbursables, CONSULTANT shall notify Contract Administrator in writing before incurring such expenses. Any such expenses shall be reviewed and approved by CITY prior to incurring such expenses.

### 7.3 METHOD OF BILLING

#### 7.3.1 Not To Exceed Amount Compensation

CONSULTANT shall submit billings, which are identified by the specific project number on a monthly basis in a timely manner for all salary costs and Reimbursables attributable to the Project. These billings shall identify the nature of the work performed for each phase, subtask, deliverable and item identified in the Exhibit "A" Scope of Services or Task Order, the total hours of work performed and the employee category of the individuals

performing same. Billings shall itemize and summarize Reimbursables by category and identify same as to the personnel incurring the expense and the nature of the work with which such expense was associated. Where prior written approval by Contract Administrator is required for Reimbursables, a copy of said approval shall accompany the billing for such Reimbursables. The statement shall show a summary of salary costs with accrual of the total and credits for portions paid previously. Subconsultant fees must be documented by copies of invoices or receipts, which describe the nature of the expenses and contain a project number or other identifier, which clearly indicates the expense, as identifiable to the Project. Except for meals and travel expenses, it shall be deemed unacceptable for the CONSULTANT to modify the invoice or receipt by adding a project number or other identifier. Internal expenses must be documented by appropriate CONSULTANT's cost accounting forms with a summary of charges by category. When requested, CONSULTANT shall provide backup for past and current invoices that records hours and salary costs by employee category and Subconsultant fees on a task basis, so that total hours and costs by task may be determined.

#### **7.4 METHOD OF PAYMENT**

- 7.4.1 CITY shall pay CONSULTANT in accordance with the Florida Prompt Payment Act. To be deemed proper, all invoices must comply with the requirements set forth in this Agreement and must be submitted on the form and pursuant to instructions prescribed by Contract Administrator.
- 7.4.2 CITY will review CONSULTANT's invoices and, if inaccuracies or errors are discovered in said invoice, CITY will inform CONSULTANT within ten (10) working days by fax and/or by email of such inaccuracies or errors and request that revised copies of all such documents be re-submitted by CONSULTANT to CITY.
- 7.4.3 Payments are made by CITY to CONSULTANT using a CITY P-Card (MasterCard or Visa credit card).

### **ARTICLE 8** **AMENDMENTS AND CHANGES IN SCOPE OF SERVICES**

- 8.1 No modification, amendment or alteration in the terms or conditions contained herein shall be effective unless contained in a written Amendment prepared with the same formality as this Agreement and executed by the CITY and CONSULTANT.
- 8.2 CITY or CONSULTANT may request changes that would increase, decrease, or otherwise modify the Scope of Services to be provided under a Task Order. Such changes must be contained in a written amendment, executed by the parties hereto, with the same formality and of equal dignity herewith, prior to any deviation from the terms of the Task Order including the initiation of any

additional services. CITY shall compensate CONSULTANT for such additional services as provided in Article 7.

- 8.3 In the event a dispute between the Contract Administrator and CONSULTANT arises over whether requested services constitute additional services and such dispute cannot be resolved by the Contract Administrator and CONSULTANT, such dispute shall be promptly presented to the City Manager for resolution. The City Manager's decision shall be final and binding on the parties for amounts in the aggregate under \$100,000 per project. In the event of a dispute in an amount over \$100,000, the parties agree to use their best efforts to settle such dispute. To this effect, they shall consult and negotiate with each other, in good faith and, recognizing their mutual interests, attempt to reach a just and equitable solution satisfactory to both parties. If they do not reach such solution within a period of sixty (60) days, then upon notice to the other, either party may commence litigation to resolve the dispute in Broward County, Florida. Any resolution in favor of CONSULTANT shall be set forth in a written document in accordance with Section 8.2 above. During the pendency of any dispute, CONSULTANT shall promptly perform the disputed services.

#### ARTICLE 9 CONSULTANT'S RESPONSIBILITIES

- 9.1 The CONSULTANT, following the CITY's approval of the Construction Documents and of the Final Statement of Probable Construction Costs, shall, when so directed and authorized by the CITY, assist the CITY in obtaining bids or negotiated proposals and assist in awarding and preparing contracts for construction. If requested, the CONSULTANT shall review and analyze the proposals received by the CITY, and shall make a recommendation for any award based on CITY's Purchasing Ordinance.
- 9.2 Should the lowest responsible, responsive proposal exceed the Final Statement of Probable Construction Costs by less than 10%, CONSULTANT, at no additional cost to the CITY, shall meet with the CITY's representatives and work to reduce costs to bring the Original Contract Price within the Final Statement of Probable Construction Costs. Should the lowest responsible, responsive proposal exceed the Final Statement of Probable Construction Costs by 10% or more, CONSULTANT shall, at the CITY's direction, redesign each Project and/or work with the CITY to reduce the costs to within the Final Statement of Probable Construction Costs at no additional expense to the CITY. If negotiations between the CITY and the CONSULTANT have not commenced within three months after completion of the final design phase, or if industry-wide prices are changed because of unusual or unanticipated events affecting the general level of prices or times of delivery in the construction industry, the established Construction Cost Limit may be adjusted in accordance with the applicable change in the Construction Cost Index for Twenty Cities from the date of completion of the final design phase and the date on which proposals are sought, as published monthly in "Engineering News Record". If each Project scope and

design is expanded by the CITY after the CONSULTANT renders the estimated Construction Cost of the Plans and Specifications, the CONSULTANT shall not be responsible for any redesign without compensation.

- 9.3 The CONSULTANT shall provide the CITY with a list of recommended, prospective proposers.
- 9.4 The CONSULTANT shall attend all pre-proposal conferences.
- 9.5 The CONSULTANT shall recommend any addenda, through the Contract Administrator, as appropriate to clarify, correct, or change proposal documents.
- 9.6 If pre-qualification of proposers is required as set forth in the request for proposal, CONSULTANT shall assist the CITY, if requested, in developing qualification criteria, review qualifications and recommend acceptance or rejection of the proposers. If requested, CONSULTANT shall evaluate proposals and proposers, and make recommendations regarding any award by the CITY.
- 9.7 The CITY shall make decisions on claims regarding interpretation of the Construction Documents, and on other matters relating to the execution and progress of the work after receiving a recommendation from the CONSULTANT. The CONSULTANT shall check and approve samples, schedules, shop drawings and other submissions for conformance with the concept of each Project, and for compliance with the information given by the Construction Documents. The CONSULTANT may also prepare Change Orders, assemble written guarantees required of the Contractor, and approve progress payments to the Contractor based on each Project Schedule of Values and the percentage of work completed.
- 9.8 The CITY shall maintain a record of all Change Orders which shall be categorized according to the various types, causes, etc. that it may be determined are useful or necessary for its purpose. Among those shall be Change Orders identified as architectural/engineering Errors or Omissions.
  - 9.8.1 Unless otherwise agreed by both parties in writing, it is specifically agreed that any change to the work identified as an Error on the part of the CONSULTANT shall be considered for purposes of this Agreement to be an additional cost to the CITY which would not be incurred without the Error.
  - 9.8.2 Unless otherwise agreed by both parties in writing, it is further specifically agreed for purposes of this Agreement that fifteen percent (15%) of the cost of Change Orders for any item categorized as an Omission shall be considered an additional cost to the CITY which would not be incurred without the Omission. So long as the total of those two numbers (Change Order costs of Errors plus fifteen percent (15%) of Omissions) remains less than two percent (2%) of the total Construction Cost of the Project, the CITY shall not look to the CONSULTANT for reimbursement for Errors

and Omissions.

- 9.8.3 Should the sum of the two as defined above (cost of Errors plus fifteen percent (15%) of the cost of Omissions) exceed two percent (2%) of the Construction Cost, the CITY shall recover the full and total additional cost to the CITY as a result of CONSULTANT's Errors and Omissions from the CONSULTANT, that being defined as the cost of Errors plus fifteen percent (15%) of the cost of Omissions above two percent (2%) of the Construction Cost.
- 9.8.4 To obtain such recovery, the CITY shall deduct from the CONSULTANT's fee a sufficient amount to recover all such additional cost to the CITY.
- 9.8.5 In executing this Agreement, the CONSULTANT acknowledges acceptance of these calculations and to the CITY's right to recover same as stated above. The recovery of additional costs to the CITY under this paragraph shall not limit or preclude recovery for other separate and/or additional damages which the CITY may otherwise incur.
- 9.8.6 The Contract Administrator's decision as to whether a Change Order is caused by an Error or caused by an Omission, taking into consideration industry standards, shall be final and binding on both parties for amounts in the aggregate under \$100,000 per project, subject to Section 8.3. In the event of a dispute in an amount over \$100,000, the parties agree to use their best efforts to settle such dispute. To this effect, they shall consult and negotiate with each other, in good faith and, recognizing their mutual interests, attempt to reach a just and equitable solution satisfactory to both parties. If they do not reach such solution within a period of sixty (60) days, then upon notice to the other, either party may commence litigation to resolve the dispute in Broward County, Florida.

#### ARTICLE 10 CITY'S RESPONSIBILITIES

- 10.1 CITY shall assist CONSULTANT by placing at CONSULTANT's disposal all information CITY has available pertinent to the Project including previous reports and any other data relative to design or construction of the Project.
- 10.2 CITY shall arrange for access to, and make all provisions for, CONSULTANT to enter upon public and private property as required for CONSULTANT to perform its services.
- 10.3 CITY shall review the itemized deliverables/documents identified per Task Order.
- 10.4 CITY shall give prompt written notice to CONSULTANT whenever CITY observes or otherwise becomes aware of any development that affects the scope or timing of CONSULTANT's services or any defect in the work of the Contractor.

ARTICLE 11  
MISCELLANEOUS

11.1 OWNERSHIP OF DOCUMENTS

All documents including, but not limited to, drawings, renderings, models, and specifications prepared or furnished by CONSULTANT, its dependent professional associates and consultants, pursuant to this Agreement shall be owned by the CITY.

Drawings, specifications, designs, models, photographs, reports, surveys and other data prepared in connection with this Agreement are and shall remain the property of the CITY whether the Project for which they are made is executed or not, and are subject to reuse by the CITY in accordance with Section 287.055(10) of the Florida Statutes. They are not intended or represented to be suitable for reuse by the CITY or others on extensions of this Project or on any other project without appropriate verification or adaptation. This does not, however, relieve the CONSULTANT of liability or legal exposure for errors, omissions, or negligent acts made on the part of the CONSULTANT in connection with the proper use of documents prepared under this Agreement. Any such verification or adaptation may entitle the CONSULTANT to further compensation at rates to be agreed upon by the CITY and the CONSULTANT. This shall not limit the CITY's reuse of preliminary or developmental plans or ideas incorporated therein, should the Project be suspended or terminated prior to completion.

11.2 TERMINATION

11.2.1 Termination for Cause. It is expressly understood and agreed that the CITY may terminate this Agreement at any time for cause in the event that the CONSULTANT (1) violates any provisions of this Agreement or performs same in bad faith or (2) unreasonably delays the performance of the services or does not perform the services in a timely manner upon written notice to the CONSULTANT. Notice of termination shall be provided in accordance with Section 11.27. In the case of termination by the CITY for cause, the CONSULTANT shall be first granted a 10 working day cure period after receipt of written notice from the CITY. In the event that the Agreement is terminated, the CONSULTANT shall be entitled to be compensated for the services rendered from the date of execution of the Agreement up to the time of termination. Such compensation shall be based on the fee as set forth above, wherever possible. For those portions of services rendered to which the applicable fee cannot be applied, payment shall be based upon the appropriate rates for the actual time spent on the project. In the event that the CONSULTANT abandons this Agreement or through violation of any of the terms and conditions of this Agreement, causes it to be terminated, CONSULTANT shall indemnify the CITY against any loss pertaining to this termination.



All finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs and reports prepared by CONSULTANT shall become the property of CITY and shall be delivered by CONSULTANT to the CITY within five (5) days of CITY's request. Upon payment of such sum by CITY to CONSULTANT, CITY shall have no further duties or obligations pursuant to or arising from this Agreement.

11.2.2 This Agreement may also be terminated by CITY upon such notice as CITY deems appropriate in the event CITY or Contract Administrator determines that termination is necessary to protect the public health, safety, or welfare.

11.2.3 Notice of termination shall be provided in accordance with Section 11.27, NOTICES, except that Contract Administrator may provide a prior verbal stop work order if the Contract Administrator deems a stop work order of this Agreement in whole or in part is necessary to protect the public's health, safety, or welfare. A verbal stop work order shall be promptly confirmed in writing as set forth in Section 11.27, NOTICES.

11.2.4 Termination for Convenience. In the event this Agreement is terminated for convenience, CONSULTANT shall be paid for any services performed to the date the Agreement is terminated. Compensation shall be withheld until all documents specified in Section 11.3 of this Agreement are provided to the CITY. Upon being notified of CITY's election to terminate, CONSULTANT shall refrain from performing further services or incurring additional expenses under the terms of this Agreement. Under no circumstances shall CITY make payment for services which have not been performed.

11.2.5 Termination by Consultant. CONSULTANT shall have the right to terminate this Agreement upon substantial breach by the CITY of its obligation under this Agreement as to unreasonable delay in payment or non-payment of undisputed amounts. CONSULTANT shall have no right to terminate this Agreement for convenience of the CONSULTANT

### 11.3 AUDIT RIGHT AND RETENTION OF RECORDS

CITY shall have the right to audit the books, records, and accounts of CONSULTANT that are related to this Project. CONSULTANT shall keep such books, records, and accounts as may be necessary in order to record complete and correct entries related to the Project.

CONSULTANT shall preserve and make available, at reasonable times for examination and audit by CITY all financial records, supporting documents, statistical records, and any other documents pertinent to this Agreement for the

required retention period of the Florida Public Records Act (Chapter 119, Florida Statutes), if applicable, or, if the Florida Public Records Act is not applicable, for a minimum of three (3) years after termination of this Agreement. If any audit has been initiated and audit findings have not been resolved at the end of the retention period or three (3) years, whichever is longer, the books, records, and accounts shall be retained until resolution of the audit findings. If the Florida Public Records Act is determined by CITY to be applicable to CONSULTANT's records, CONSULTANT shall comply with all requirements thereof; however, no confidentiality or non-disclosure requirement of either federal or state law shall be violated by CONSULTANT. Any incomplete or incorrect entry in such books, records, and accounts shall be a basis for CITY's disallowance and recovery of any payment upon such entry.

CONSULTANT shall:

- a) Keep and maintain public records that ordinarily and necessarily would be required by the CITY in order to perform the service.
- (b) Provide the public with access to public records on the same terms and conditions that the CITY would provide the records and at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes (2013), as may be amended or revised, or as otherwise provided by law.
- (c) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law.
- (d) Meet all requirements for retaining public records and transfer, at no cost, to the CITY, all public records in possession of the CONSULTANT upon termination of this contract and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the CITY in a format that is compatible with the information technology systems of the CITY.

#### 11.4 NON DISCRIMINATION, EQUAL EMPLOYMENT OPPORTUNITY, AND AMERICANS WITH DISABILITIES ACT

CONSULTANT shall not unlawfully discriminate against any person in its operations and activities in its use or expenditure of the funds or any portion of the funds provided by this Agreement and shall affirmatively comply with all applicable provisions of the Americans with Disabilities Act (ADA) in the course of providing any services funded in whole or in part by CITY, including Titles I and II of the ADA (regarding nondiscrimination or the basis of disability), and all applicable regulations, guidelines, and standards.

CONSULTANT's decisions regarding the delivery of services under this Agreement shall be made without regard to or consideration of race, age, religion, color, gender, sexual orientation, national origin, marital status, physical

or mental disability, political affiliation, or any other factor which cannot be lawfully or appropriately used as a basis for service delivery.

CONSULTANT shall comply with Title I of the Americans with Disabilities Act regarding nondiscrimination on the basis of disability in employment and further shall not discriminate against any employee or applicant for employment because of race, age, religion, color, gender, sexual orientation, national origin, marital status, political affiliation, or physical or mental disability. In addition, CONSULTANT shall take affirmative steps to ensure nondiscrimination in employment against disabled persons. Such actions shall include, but not be limited to, the following: employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff, termination, rates of pay, other forms of compensation, terms and conditions of employment, training (including apprenticeship), and accessibility.

CONSULTANT shall take affirmative action to ensure that applicants are employed and employees are treated without regard to race, age, religion, color, gender, sexual orientation, national origin, marital status, political affiliation, or physical or mental disability during employment. Such actions shall include, but not be limited to, the following: employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff, termination, rates of pay, other forms of compensation, terms and conditions of employment, training (including apprenticeship), and accessibility.

#### 11.5 MINORITY PARTICIPATION

Historically, the CITY has been able to achieve participation levels of approximately twelve percent (12%) by MBE/WBE firms in CITY projects, and in the purchase of goods and services. The CONSULTANT shall make a good faith effort to help the CITY maintain and encourage MBE/WBE participation levels consistent with such historical levels and market conditions. The CONSULTANT will be required to document all such efforts and supply the CITY with this documentation at the end of the Project, or in cases where projects are longer than one year, each CITY fiscal year.

#### 11.6 PUBLIC ENTITY CRIMES ACT

CONSULTANT represents that the execution of this Agreement will not violate the Public Entity Crimes Act (Section 287.133, Florida Statutes), which essentially provides that a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in s. 287.017

for CATEGORY TWO for a period of 36 months following the date of being placed on the convicted vendor list. Violation of this section shall result in termination of this Agreement and recovery of all monies paid hereto, and may result in debarment from CITY's competitive procurement activities.

In addition to the foregoing, CONSULTANT further represents that there has been no determination, based on an audit, that it committed an act defined by Section 287.133, Florida Statutes, as a "public entity crime" and that it has not been formally charged with committing an act defined as a "public entity crime" regardless of the amount of money involved or whether CONSULTANT has been placed on the convicted vendor list.

#### 11.7 SUBCONSULTANTS

11.7.1 CONSULTANT may subcontract certain items of work to subconsultant. The parties expressly agree that the CONSULTANT shall submit pertinent information regarding the proposed subconsultant, including subconsultant's scope of work and fees, for review and approval by the CITY prior to sub-consultants proceeding with any work.

11.7.2 CONSULTANT shall utilize the subconsultants identified in the proposal that were a material part of the selection of CONSULTANT to provide the services for this Project. CONSULTANT shall obtain written approval of Contract Administrator prior to changing or modifying the list of subconsultants submitted by CONSULTANT.

The list of subconsultants submitted is as follows:  
None indicated

#### 11.8 ASSIGNMENT AND PERFORMANCE

Neither this Agreement nor any interest herein shall be assigned, transferred, or encumbered without the written consent of the other party, and CONSULTANT shall not subcontract any portion of the work required by this Agreement except as authorized pursuant to Section 11.7.

CONSULTANT represents that all persons delivering the services required by this Agreement have the knowledge and skills, either by training, experience, education, or a combination thereof, to adequately and competently perform the duties, obligations, and services set forth in the Scope of Services and to provide and perform such services to CITY's satisfaction for the agreed compensation.

CONSULTANT shall perform its duties, obligations, and services under this Agreement in a skillful and respectable manner. The quality of CONSULTANT's performance and all interim and final product(s) provided to or on behalf of CITY shall meet or exceed all professional standards of the State of Florida.

#### 11.9 INDEMNIFICATION OF CITY

11.9.1 CONSULTANT shall indemnify and hold harmless CITY, its officers and employees, from liabilities, damages, losses, and costs, including but not limited to reasonable attorneys' fees, to the extent caused by the negligence, recklessness or intentional misconduct of CONSULTANT and persons employed or utilized by CONSULTANT in the performance of this Agreement. These indemnifications shall survive the term of this Agreement. In the event that any action or proceeding is brought against CITY by reason of any such claim or demand, CONSULTANT, shall, upon written notice from CITY, resist and defend such action or proceeding by counsel approved by the CITY.

11.9.2 To the extent considered necessary by Contract Administrator and CITY, any sums due the CONSULTANT under this Agreement may be retained by CITY until all of the CITY's claims for indemnification pursuant to this Agreement have been settled or otherwise resolved, and any amount withheld shall not be subject to payment of interest by CITY.

11.9.3 The Indemnification provided above shall obligate CONSULTANT to defend at its own expense to and through appellate, supplemental or bankruptcy proceeding, or to provide for such defense, at CITY's option, any and all claims of liability and all suits and actions of every name and description covered by Section 11.9.1 above that may be brought against CITY whether performed by CONSULTANT, or persons employed or utilized by CONSULTANT.

#### 11.10 LIMITATION OF CITY'S LIABILITY

The CITY desires to enter into this Agreement only if in so doing the CITY can place a limit on the CITY'S liability for any cause of action arising out of this Agreement, so that the CITY'S liability for any breach never exceeds the sum of \$100.00. For other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the CONSULTANT expresses its willingness to enter into this Agreement with the knowledge that the CONSULTANT'S recovery from the CITY to any action or claim arising from the Agreement is limited to a maximum amount of \$100.00 less the amount of all funds actually paid by the CITY to the CONSULTANT pursuant to this Agreement. Accordingly, and notwithstanding any other term or condition of this Agreement that may suggest otherwise, the CONSULTANT agrees that the CITY shall not be liable to the CONSULTANT for damages in an amount in excess of \$100.00, which amount shall be reduced by the amount actually paid by the CITY to the CONSULTANT pursuant to this Agreement, for any action or claim arising out of this Agreement. Nothing contained in this paragraph or elsewhere in this Agreement is in any manner intended either to be a waiver of the limitation placed upon the CITY'S liability as set forth in Section 768.28, Florida Statutes, or to extend the CITY'S liability beyond the limits established in said Section 768.28; and no claim or award against the CITY shall include attorney's fees,

investigative costs, extended damages, expert fees, suit costs or pre-judgment interest. Notwithstanding the foregoing, the parties agree and understand that the provisions of this Article 11.10 do not apply to monies owed, if any, for services rendered to CONSULTANT by the CITY under the provisions of this Agreement.

#### 11.11 INSURANCE

11.11.1 CONSULTANT shall provide and shall require all of its sub-consultants and sub-contractors to provide, pay for, and maintain in force at all times during the term of the Agreement, such insurance, including Commercial General Liability Insurance, Business Automobile Liability Insurance, Workers' Compensation Insurance, Employer's Liability Insurance, and Professional Liability Insurance, as stated below. Such policy or policies shall be issued by companies authorized to transact business and issue insurance policies in the State of Florida and having agents upon whom service of process may be made in the State of Florida.

- A. The Commercial General Liability insurance policy shall name the City of Fort Lauderdale, a Florida municipality, as additional insured. BINDERS ARE UNACCEPTABLE. The insurance coverage required shall include those classifications, as listed in standard liability insurance manuals, which most nearly reflect the operations of the CONSULTANT. Any exclusions or provisions in the insurance maintained by the CONSULTANT that precludes coverage for the work contemplated in this Agreement shall be deemed unacceptable, and shall be considered a breach of contract.
- B. The CONSULTANT shall provide the CITY an original Certificate of Insurance for policies required by Article 11. All certificates shall state that the CITY shall be given thirty (30) days notice prior to expiration or cancellation of the policy. The insurance provided shall be endorsed or amended to comply with this notice requirement. In the event that the insurer is unable to accommodate, it shall be the responsibility of the CONSULTANT to provide the proper notice. Such notification will be in writing by registered mail, return receipt requested and addressed to the Finance Department. Such policies shall: (1) name the insurance company or companies affording coverage acceptable to the CITY, (2) state the effective and expiration dates of the policies, (3) include special endorsements where necessary. Such policies provided under Article 11 shall not be affected by any other policy of insurance, which the CITY may carry in its own name.
- C. CONSULTANT shall as a condition precedent of this Agreement, furnish to the City of Fort Lauderdale, c/o Project Manager, 100 N. Andrews Avenue, Fort Lauderdale, FL 33301, Certificate(s) of Insurance upon execution of this Agreement, which indicate that

insurance coverage has been obtained which meets the requirements as outlined below:

#### 11.11.2 COMMERCIAL GENERAL LIABILITY

- A. Limits of Liability:
- |   |             |
|---|-------------|
| Bodily Injury and Property Damage - Combined Single Limit |             |
| Each Occurrence   | \$1,000,000 |
| Project Aggregate   | \$1,000,000 |
| General Aggregate   | \$2,000,000 |
| Personal Injury   | \$1,000,000 |
| Products/Completed Operations                             | \$1,000,000 |
- B. Endorsements Required:
- City of Fort Lauderdale included as an Additional Insured
  - Broad Form Contractual Liability
  - Waiver of Subrogation
  - Premises/Operations
  - Products/Completed Operations
  - Independent Contractors
  - Owners and Contractors Protective Liability

#### 11.11.3 BUSINESS AUTOMOBILE LIABILITY

- A. Limits of Liability:
- |   |             |
|---|-------------|
| Bodily Injury and Property Damage - Combined Single Limit |             |
| All Autos used in completing the contract                 |             |
| Including Hired, Borrowed or Non-Owned Autos              |             |
| Any One Accident  | \$1,000,000 |
- B. Endorsements Required:
- Waiver of Subrogation

#### 11.11.4 WORKERS' COMPENSATION AND EMPLOYERS' LIABILITY

Limits: Workers' Compensation – Per Florida Statute 440  
Employers' Liability - \$500,000

Any firm performing work on behalf of the City of Fort Lauderdale must provide Workers' Compensation insurance. Exceptions and exemptions can only be made if they are in accordance with Florida Statute. For additional information contact the Department of Financial Services, Workers' Compensation Division at (850) 413-1601 or on the web at [www.fldfs.com](http://www.fldfs.com).

Consultant must be in compliance with all applicable State and Federal workers' compensation laws, including the U.S. Longshore Harbor Workers' Act or Jones Act.

#### 11.11.5 PROFESSIONAL LIABILITY/ERRORS AND OMISSIONS COVERAGE

Each Claim	\$1,000,000
General Aggregate Limit	\$2,000,000
Deductible- not to exceed \$100,000	

11.11.6 All insurance policies required above shall be issued by companies authorized to transact business and issue insurance policies under the laws of the State of Florida, with the following qualifications:

The Consultant's insurance must be provided by an A.M. Best's "A-" rated or better insurance company authorized to issue insurance policies in the State of Florida, subject to approval by the City's Risk Manager. Any exclusions or provisions in the insurance maintained by the Consultant that precludes coverage for work contemplated in this project shall be deemed unacceptable, and shall be considered breach of contract.

Compliance with the foregoing requirements shall not relieve the CONSULTANT of their liability and obligation under this section or under any other section of this Agreement.

The CONSULTANT shall be responsible for assuring that the insurance certificates required in conjunction with this Section remain in force for the duration of the Project. If insurance certificates are scheduled to expire during the contractual period, the CONSULTANT shall be responsible for submitting new or renewed insurance certificates to the CITY at a minimum of thirty (30) calendar days in advance of such expiration. In the event that expired certificates are not replaced with new or renewed certificates that cover the contractual period, the CITY shall:

- A. Suspend the Agreement until such time as the new or renewed certificates are received by the CITY.
- B. The CITY may, at its sole discretion, terminate the Agreement for cause and seek damages from the CONSULTANT in conjunction with the violation of the terms and conditions of the Agreement.

#### 11.12 REPRESENTATIVE OF CITY AND CONSULTANT

11.12.1 The parties recognize that questions in the day-to-day conduct of the Project will arise. The Contract Administrator, upon CONSULTANT's request, shall advise CONSULTANT in writing of one (1) or more CITY employees to whom all communications pertaining to the day-to-day conduct of the Project shall be addressed.



11.12.2 CONSULTANT shall inform the Contract Administrator in writing of CONSULTANT's representative to whom matters involving the conduct of the Project shall be addressed.

11.13 ALL PRIOR AGREEMENTS SUPERSEDED

This document incorporates and includes all prior negotiations, correspondence, conversations, agreements or understandings applicable to the matters contained herein; and the parties agree that there are no commitments, agreements or understandings concerning the subject matter of this Agreement that are not contained in this document. Accordingly, the parties agree that no deviation from the terms hereof shall be predicated upon any prior representations or agreements whether oral or written.

It is further agreed that no modification, amendment or alteration in the terms or conditions contained herein shall be effective unless contained in a written document executed with the same formality and of equal dignity herewith.

11.14 CONSULTANT'S STAFF

CONSULTANT will provide the key staff identified in their proposal for the Project as long as said key staff are in CONSULTANT's employment.

CONSULTANT will obtain prior written approval of Contract Administrator to change key staff. CONSULTANT shall provide Contract Administrator with such information as necessary to determine the suitability of any proposed new key staff. Contract Administrator will be reasonable in evaluating key staff qualifications.

If Contract Administrator desires to request removal of any of CONSULTANT's staff, Contract Administrator shall first meet with CONSULTANT and provide reasonable justification for said removal.

11.15 INDEPENDENT CONTRACTOR

CONSULTANT is an independent contractor under this Agreement. Services provided by CONSULTANT shall be subject to the supervision of CONSULTANT. In providing the services, CONSULTANT or its agents shall not be acting and shall not be deemed as acting as officers, employees, or agents of the CITY. Personnel policies, tax responsibilities, social security and health insurance, employee benefits, purchasing policies and other similar administrative procedures applicable to services rendered under this Agreement shall be those of CONSULTANT. The parties expressly acknowledge that it is not their intent to create any rights or obligations in any third person or entity under this Agreement.

11.16 THIRD PARTY BENEFICIARIES

Neither CONSULTANT nor CITY intends to directly or substantially benefit a third party by this Agreement. Therefore, the parties agree that there are no third party beneficiaries to this Agreement and that no third party shall be entitled to assert a claim against either of them based upon this Agreement.

#### 11.17 CONFLICTS

Neither CONSULTANT nor its employees shall have or hold any continuing or frequently recurring employment or contractual relationship that is substantially antagonistic or incompatible with CONSULTANT's loyal and conscientious exercise of judgment related to its performance under this Agreement.

CONSULTANT agrees that none of its officers or employees shall, during the term of this Agreement, serve as expert witness against CITY in any legal or administrative proceeding in which he or she is not a party, unless compelled by court process, nor shall such persons give sworn testimony or issue a report or writing, as an expression of his or her expert opinion, which is adverse or prejudicial to the interests of CITY or in connection with any such pending or threatened legal or administrative proceeding. The limitations of this Section shall not preclude such persons from representing themselves in any action or in any administrative or legal proceeding.

In the event CONSULTANT is permitted to utilize subconsultants to perform any services required by this Agreement, CONSULTANT agrees to prohibit such subconsultants, by written contract, from having any conflicts as within the meaning of this Section.

#### 11.18 CONTINGENCY FEE

CONSULTANT warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for CONSULTANT, to solicit or secure this Agreement and that it has not paid or agreed to pay any person, company, corporation, individual or firm, other than a bona fide employee working solely for CONSULTANT, any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of this Agreement. For a breach or violation of this provision, the CITY shall have the right to terminate this Agreement without liability at its discretion, or to deduct from the Agreement price or otherwise recover the full amount of such fee, commission, percentage, gift or consideration.

#### 11.19 WAIVER OF BREACH AND MATERIALITY

Failure by CITY to enforce any provision of this Agreement shall not be deemed a waiver of such provision or modification of this Agreement.

CITY and CONSULTANT agree that each requirement, duty, and obligation set forth herein is substantial and important to the formation of this Agreement and, therefore, is a material term hereof.

#### 11.20 COMPLIANCE WITH LAWS

CONSULTANT shall comply with all applicable federal, state, and local laws, codes, ordinances, rules, and regulations in performing its duties, responsibilities, and obligations related to this Agreement.

#### 11.21 SEVERANCE

In the event this Agreement or a portion of this Agreement is found by a court of competent jurisdiction to be invalid, the remaining provisions shall continue to be effective unless CITY or CONSULTANT elects to terminate this Agreement. The election to terminate this Agreement based upon this provision shall be made within seven (7) days after the findings by the court become final.

#### 11.22 JOINT PREPARATION

Preparation of this Agreement has been a joint effort of CITY and CONSULTANT and the resulting document shall not, solely as a matter of judicial construction, be construed more severely against one of the parties than any other.

#### 11.23 PRIORITY OF PROVISIONS

If there is a conflict or inconsistency between any term, statement, requirement, or provision of any exhibit attached hereto, any document or events referred to herein, or any document incorporated into this Agreement by reference and a term, statement, requirement, or provision of this Agreement, the term, statement, requirement, or provision contained in Articles 1-11 of this Agreement shall prevail and be given effect.

#### 11.24 APPLICABLE LAW AND VENUE

This Agreement shall be construed in accordance with and governed by the laws of the State of Florida. Venue for any lawsuit by either party against the other party or otherwise arising out of this Agreement and for any other legal proceeding shall be in Broward County, Florida, or in the event of federal jurisdiction, in the Southern District of Florida. . BY ENTERING INTO THIS AGREEMENT, CONSULTANT AND CITY EXPRESSLY WAIVE ANY RIGHTS EITHER PARTY MAY HAVE TO A TRIAL BY JURY OF ANY CIVIL LITIGATION RELATED TO, OR ARISING OUT OF, THIS AGREEMENT.

#### 11.25 EXHIBITS

Each Exhibit referred to in this Agreement forms an essential part of this Agreement. The Exhibits, if not physically attached, should be treated as part of this Agreement, and are incorporated herein by reference.

#### 11.26 THREE ORIGINAL AGREEMENTS

This Agreement shall be executed in three (3), signed Agreements, with each one treated as an original.

#### 11.27 NOTICES

Whenever either party desires to give notice unto the other, it must be given by written notice, sent by certified United States mail, with return receipt requested, addressed to the party for whom it is intended, at the place last specified, and the place for giving of notice in compliance with the provisions of this paragraph. For the present, the parties designate the following as the respective places for giving of notice, to-wit:

CITY:                      City Engineer  
                                 City of Fort Lauderdale  
                                 100 North Andrews Avenue  
                                 Fort Lauderdale, FL 33301  
                                 Telephone: (954) 828-5772

With a copy to:        City Manager  
                                 City of Fort Lauderdale  
                                 100 North Andrews Avenue  
                                 Fort Lauderdale, FL 33301  
                                 Telephone: (954) 828-5364

                                 City Attorney  
                                 City of Fort Lauderdale  
                                 100 North Andrews Avenue  
                                 Fort Lauderdale, FL 33301  
                                 Telephone : (954) 828-5037

CONSULTANT:        Bureau Veritas North America  
                                 1601 Sawgrass Corporate Parkway  
                                 Suite 400  
                                 Fort Lauderdale, Fl. 33323

#### 11.28 ATTORNEY FEES

If CITY or CONSULTANT incurs any expense in enforcing the terms of this Agreement through litigation, the prevailing party in that litigation shall be reimbursed for all such costs and expenses, including but not limited to court costs, and reasonable attorney fees incurred during litigation.

#### 11.29 PERMITS, LICENSES AND TAXES

CONSULTANT shall, at its own expense, obtain all necessary permits and

licenses, pay all applicable fees, and pay all applicable sales, consumer, use and other taxes required to comply with local ordinances, state and federal law. CONSULTANT is responsible for reviewing the pertinent state statutes regarding state taxes and for complying with all requirements therein. Any change in tax laws after the execution of this Agreement will be subject to further negotiation and CONSULTANT shall be responsible for complying with all state tax requirements.

#### 11.30 TRUTH-IN-NEGOTIATION CERTIFICATE

Signature of this Agreement by CONSULTANT shall act as the execution of a Truth-in-Negotiation Certificate stating that wage rates and other factual unit costs supporting the compensation of this Agreement are accurate, complete, and current at the time of contracting. The original contract price and any additions thereto shall be adjusted to exclude any significant sums, by which the CITY determines that contract price was increased due to inaccurate, incomplete, or non-current wage rates and other factual unit costs. All such contract adjustments must be made within 1 year following the end of the contract.

#### 11.31 EVALUATION

The CITY maintains the right to periodically review the performance of the CONSULTANT. This review will take into account the timely execution of Task Orders, the quality of the work performed, the cost to the CITY and the good faith efforts made by the CONSULTANT to maintain MBE/WBE participation in CITY projects. Any deficiencies in performance will be described in writing and an opportunity afforded, where practicable, for the CONSULTANT to address and/or remedy such deficiencies.

#### 11.32 STATUTORY COMPLIANCE

CONSULTANT shall prepare all documents and other materials for the Project in accordance with all applicable rules, laws, ordinances and governmental regulations of the State of Florida, Broward County, the City of Fort Lauderdale, Florida and all governmental agencies having jurisdiction over the services to be provided by CONSULTANT under this Agreement or over any aspect or phase of the Project.

#### 11.33 SCRUTINIZED COMPANIES

Subject to *Odebrecht Construction, Inc., v. Prasad*, 876 F.Supp.2d 1305 (S.D. Fla. 2012), affirmed, *Odebrecht Construction, Inc., v. Secretary, Florida Department of Transportation*, 715 F.3d 1268 (11th Cir. 2013), this Section applies to any contract for goods or services of \$1 million or more:

The CONSULTANT certifies that it is not on the Scrutinized Companies with Activities in

Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List and that it does not have business operations in Cuba or Syria as provided in section 287.135, Florida Statutes (2013), as may be amended or revised. The CITY may terminate this Contract at the CITY's option if the CONSULTANT is found to have submitted a false certification as provided under subsection (5) of section 287.135, Florida Statutes (2013), as may be amended or revised, or been placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List or has been engaged in business operations in Cuba or Syria, as defined in Section 287.135, Florida Statutes (2013), as may be amended or revised.

**REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK]  
[SIGNATURE PAGES FOLLOW]**

IN WITNESS OF THE FOREGOING, the parties execute this Agreement as follows:.

CITY:

CITY OF FORT LAUDERDALE, a  
Florida municipality

By   
LEE R. FELDMAN, City Manager

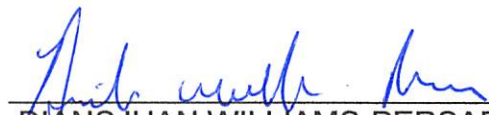
(CORPORATE SEAL)

ATTEST:



JEFFREY A. MODARELLI  
City Clerk

Approved as to form:

  
DIANSJHAN WILLIAMS-PERSAD  
Assistant City Attorney

IN WITNESS OF THE FOREGOING, the parties execute this Agreement as follows:

THIS

CITY OF FORT LAUDERDALE  
Florida

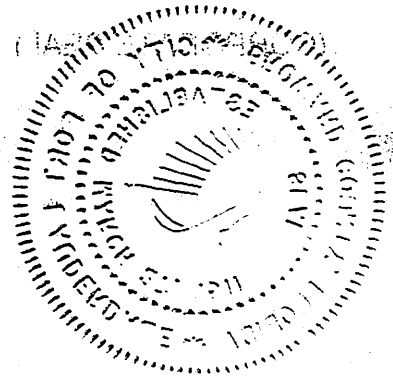
BY  
THE HONORABLE CITY MANAGER

ATTEST

JEFFREY A. MODARELLI  
City Clerk

(Approved as to form)

DAVID H. WILLIAMS-CERVAL  
Assistant City Attorney





**CONSULTANT**

WITNESSES:

[Signature]

Ken M Trimmer

(Witness print name)

[Signature]

Barbara M. Aleman

(Witness print name)

BUREAU VERITAS NORTH AMERICA, INC. a Delaware corporation authorized to do business in Florida.

By [Signature]

☒ PEDRO GUIMARAES, President, CEO or  
☐ ROBERT W. DONZE, Exec. Vice President or  
☐ KEN BROOKE, Vice President

ATTEST:

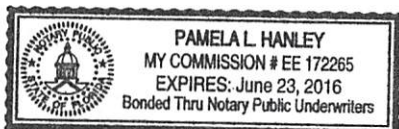
By [Signature]

HEATHER B. BUSH, Secretary and Vice President



The foregoing instrument was acknowledged before me this 9 day of December, 2015, by Pedro Guimaraes + Heather Bush as CEO + Secretary for Bureau Veritas North America, Inc. a Delaware corporation authorized to transact business in Florida.

(SEAL)



[Signature]  
Notary Public, State of Florida  
(Signature of Notary Public)

Pamela Hanley  
Name of Notary Typed, Printed or Stamped

Personally Known X OR Produced Identification \_\_\_\_\_

Type of Identification Produced \_\_\_\_\_

## **EXHIBIT “A”**

### **SCOPE OF SERVICES**

Services shall include the following tasks for developing a Sustainability Master Plan for Fort Lauderdale Executive Airport (FXE):

#### **Task 1.0 - Conduct a Sustainability Baseline Assessment**

The Bureau Veritas North America, Inc. (BVNA) project team shall conduct a sustainability baseline assessment. Some examples of the information collected during this task will include:

Airport utilization of assets; airport's life cycle costs; airport's operating costs; health work environment for employees; energy consumption; kilowatt-hours and greenhouse gas emissions; waste and recycling; air emissions; pollution; air quality; green building facility management; water quality/conservation; and positive community relationships.

As part of the sustainability baseline assessment, the project team will calculate current rates of use of environmental resources and will conduct community outreach to assist in the development of measurable sustainability objectives that will reduce environmental impacts, realize economic benefits, and improve community relationships.

#### **Task 2.0 - Development of a Written Sustainability Master Plan**

The BVNA project team shall prepare a written Sustainability Master Plan based on the most current Federal Aviation Administration (FAA) guidance for an Airport Sustainability Management Plan in compliance with City, County, and Regional sustainability criteria, including, but not limited to the following: City of Fort Lauderdale Vision Plan 2035, Sustainability Action Plan, Broward Climate Change Action Plan, Southeast Florida Regional Climate Action Plan, ISO9001:2008 QMS Standard and ISO14001:2004 EMS Standard. This document will include initiatives for reducing environmental impacts, achieving economic benefits, and increasing integration with the airport's employees, tenants, users and the local communities.

The document will also identify and address items including, but not necessarily limited to, airport operations and procedures, storm water management, water conservation, land use options, facility construction and development, energy conservation, energy alternatives, aircraft operational procedures, hazardous materials, noise abatement, sea-level rise, and recycling activities to help FXE achieve each set goal. The Sustainability Management Plan will be developed in compliance with all environmental, legal and other requirements, including Federal, State and local agencies and interested parties.

#### **Task 3.0 – Development of a Written Sustainable Mission Statement, Goals, Objectives and Actions**

The Sustainability Master Plan shall include the following:

- A written Sustainable Mission Statement, goals, objectives and actions to be formally communicated to FXE employees, tenants, users and the public.
- Definition of sustainable categories at the airport, such as socioeconomics, airport facilities and procedures, and environmental resources. For each sustainability category, BVNA and the FXE Sustainability Committee will establish measurable goals to minimize impact or consumption to reduce the airport's overall environmental footprint.

#### **Task 4.0 – Develop Sustainability Performance Targets**

The BVNA project team shall develop sustainability performance targets based on defined sustainability categories and goals. During this task, BVNA shall identify and describe a range of specific sustainability initiatives to help FXE achieve each set target. Measurement metrics and targets are set in order to develop actions and monitoring programs.

#### **Task 5.0 – Develop Implementation and Monitoring Program**

As stated in the FAA guidance for an Airport Sustainable Master Plan, sustainability can be measured through metrics developed by an airport operator. Such metrics are useful for establishing baselines, identifying trends, predicting problems, assessing options, setting performance goals or targets, and evaluating a particular project or airport organization/enterprise. This task lays out a path for FXE to implement and build a sustainability program, and will demonstrate how FXE can execute the management system.

A successful approach to a sustainability program includes engaging FXE airport employees and tenants to identify short-term and long-term targets, prioritizing and selecting actions to achieve those goals, and establishing processes for measuring, evaluating and communicating progress.

For the selected targets, Sustainable Programs are developed to streamline resources, determine roles and responsibilities, and establish accountability for achieving progress. Upon approval of the sustainable programs, each will be implemented by the FXE Sustainability Committee with the support of the BVNA project team. Implementation may include the development or revision of guidance documents, procedures, standards, specifications, or best management practices. Using the defined metrics, targets and programs, FXE can monitor and measure its performance towards achieving the established goals, objectives and actions.

During this task external involvement will be incorporated into programs. Airport tenants, airport users and community members are some stakeholders that can become involved in sustainable programs. Some proposed strategies for external involvement include:

- Create an external advisory committee including operations personnel, airport employees, Transportation Safety Administration (TSA), airport tenants, sustainability experts, and academic institutions. Community perspectives can help the team move beyond traditional boundaries and think outside the box.
- Conduct airport tenant sessions to brainstorm ideas for the sustainable programs.

- Conduct airport tenant surveys.

The sustainability program will also address the interconnections between FXE's sustainability practices and other sustainability initiatives at the City, County, and Regional level, including, but not limited to, the following: City of Fort Lauderdale Vision Plan 2035, Sustainability Action Plan, Broward Climate Change Action Plan and Southeast Florida Regional Climate Action Plan. As a result, the sustainability program will be integrated into the day-to-day management activities at FXE, the overall business model, and thus influence the impacts of FXE.

#### **Task 6.0 – Annual Sustainability Report Card Outline**

The BVNA project team and the FXE Sustainability Committee will evaluate the sustainability programs through annual sustainability report cards. These annual sustainability report cards will track and document the Plan's progress. The progress reports will be analyzed to determine gaps in the sustainability initiatives and the impact of the sustainability program, including cost savings and a list of recommendations for improvement. The annual sustainability report cards will be communicated in coordination with the City's scorecard developed in the City of Fort Lauderdale's ClearPoint system.

The annual sustainability report cards will be utilized to determine if major changes need to be made to the sustainability programs. Once developed, proposed changes will be reviewed by the BVNA Team and the FXE Sustainability Committee, and resources should be allocated to implement any additional activities.

The BVNA project team will assist FXE with providing presentation materials regarding the proposed sustainability measures at FXE for use in public outreach efforts.

#### **Task 7.0 – Development of a Sustainability Design Criteria Manual**

In an effort to reduce adverse environmental impacts of the design, construction, operation and occupancy or leasing in FXE facilities, the BVNA project team will develop a written Sustainability Design Criteria Manual. This manual provides a design roadmap for use when undertaking new construction projects, substantial renovations and reconstruction projects within airport facilities.

The manual will provide guidelines that take a comprehensive view of environmental performance, addressing the environmental impacts of capital development projects that relate to water, energy, construction, materials, indoor environment and maintenance and operations. The manual will also provide a Sustainable Design Guideline checklist that provides a quick overview of all the guidelines that apply to the project type and size.

The Sustainability Design Criteria Manual will include the following:

- Use of Sustainability Design Guideline Checklist to determine project size, project type, size and policy requirements.
- Each guideline will be presented in detail along with its corresponding template. The templates will indicate the actions and documentation that are required to

demonstrate adherence with the guidelines and the FXE Airport Sustainability Management Plan.

### **Task 8.0 – Development of a Environmental & Sustainability Management System Manual**

Along with the preparation of a Sustainability Management Plan (SMP) by the (BVNA project team, this project requires the preparation of an Environmental & Sustainability Management System (ESMS) Manual for FXE in compliance with the ISO 14001:2004 standard utilizing the format in place at the two Public Works facilities, George T. Lohmeyer Wastewater Treatment Plant, and the Fleet Service Compound. The ESMS manual will include the procedures, matrices and forms necessary to comply with all 17 elements of an ISO 14001:2004 compliance ESMS.

The 17 elements include:

- 8.1 General Awareness
- 8.2 Environmental Policy
- 8.3.1 Environmental Aspects
- 8.3.2 Legal & Other Requirements
- 8.3.3 Objectives, Targets & Programs
- 8.4.1 Resources, Roles, Responsibility and Authority
- 8.4.2 Competence, Training and Awareness
- 8.4.3 Communication
- 8.4.4 Documentation
- 8.4.5 Control of Documents
- 8.4.6 Operational Control
- 8.4.7 Emergency Preparedness and Response
- 8.5.1 Monitoring & Measurement
- 8.5.2 Evaluation of Compliance
- 8.5.3 Nonconformity, Corrective and Preventative Action
- 8.5.4 Control of Records
- 8.5.5 Internal Audit
- 8.6 Management Review

In cooperation with BVNA, City Staff will develop a Core Team to define the significant aspects and fenceline at FXE. BVNA will create the objectives, targets and programs necessary to comply with ISO14001: 2004 and the related and monitoring and measurement matrices. BVNA will outline all legal, regulatory and environmental requirements applicable to the fenceline. Standard Operating Procedures (SOPs) in conjunction with the significant aspects will be written defining actions such as fuel delivery, chemical delivery, etc. within the fenceline. All Roles and Responsibilities of persons involved within the fenceline will be defined as well as any training requirements for designated significant aspects. As part of the services required, BVNA will train City staff as internal auditors and conduct an internal audit prior to the City of Fort Lauderdale's Certification to ISO 14001:2004\*. The ESMS will collectively serve as a framework for the optimized operation of the Airport in the future.

\* Should the 2015 ISO 14001 standard come out within 4 months of the onset of this project, BVNA will shift their efforts to compliance with the 2015 standard.

## **DELIVERABLES**

Task 1 deliverables will include:

1. The BVNA project team will conduct an initial kick-off meeting with the designated FXE sustainability committee. The kick-off meeting will be conducted at the beginning of the project to discuss project details, project success criteria, project schedules and safety. BVNA will provide a meeting agenda and minutes in electronic Adobe pdf files.
2. List of FXE current rates of use of environmental resources and specific sustainable targets, to be submitted in electronic format (Microsoft Office Word/Excel and/or Adobe pdf files).

Task 2 deliverables will include:

1. BVNA will provide one draft version of the Sustainability Master Plan for review and comment by FXE in electronic Microsoft Office Word format. After receipt, consideration and incorporation of one round of appropriate comments on the draft Sustainability Master Plan document, BVNA will finalize and deliver an electronic copy of the Sustainability Master Plan to FXE in electronic Microsoft Office Word format and/or Adobe pdf files.
2. One progress meeting will be held with the FXE Sustainability Committee to discuss the project status and key issues that have arisen during Tasks 1 and 2. This meeting is proposed to be held after submittal and FXE review of the draft Sustainability Master Plan in order to discuss the Plan prior to issuance of the final version. BVNA will provide a meeting agenda and minutes in electronic Adobe pdf files.

Task 3 deliverables will include:

1. BVNA will provide a written Sustainable Mission Statement, goals, objectives and actions to be formally communicated to FXE employees, tenants, users and the public in electronic Microsoft Office Word format and/or Adobe pdf files. Additionally, BVNA will present this information in poster/banner format; the fee schedule assumes the preparation of 4 banners.
2. List of sustainable categories for the airport. BVNA and the FXE Sustainability Committee will establish measurable goals to minimize impact or consumption to reduce the airport's overall environmental footprint. Sustainable categories and Sustainability Management Goals will be provided to FXE in electronic Microsoft Office Excel and Adobe pdf format files.

Task 4 deliverables will include:

1. BVNA will provide a list of sustainability performance targets based on defined sustainability categories and goals as set forth in Task 3. Sustainable targets and metrics will be provided to FXE in electronic Microsoft Office Excel format file.
2. One progress meeting will be held with the FXE Sustainability Committee to discuss the sustainability performance targets, project status and key issues. BVNA will provide meeting agenda and minutes in electronic Adobe pdf files.

Task 5 deliverables will include:

1. BVNA will provide a list of sustainable programs based on the sustainability targets. Sustainable programs will be provided to FXE in an electronic Microsoft Office Excel format file.
2. One progress meeting will be held with the FXE Sustainability Committee to discuss sustainable programs. Goals of this meeting will be to define resources, determine roles and responsibilities, and establish accountability for achieving progress. BVNA will provide a meeting agenda and minutes in electronic Adobe pdf files.

Task 6 deliverables will include:

1. BVNA will prepare a sustainability report card that will be used to track and document the Sustainability Master Plan progress. The report card will be provided in Word and Excel file format; the final version of the first report card will be compiled into an Adobe pdf file. Based on the progress report, a list of recommendations for improvement will be provided (in Adobe pdf file format).
2. BVNA will work with the FXE Sustainability Committee to develop presentation materials summarizing the proposed sustainability measures at FXE, for use in public outreach efforts. The proposed fee for this task assumes that BVNA will provide 100 one page, single-sided color report card summaries for distribution during public outreach events.
3. One progress meeting will be held with the FXE Sustainability Committee to discuss the sustainability report card. The report card will be reviewed to determine gaps in the sustainability initiatives and impact of the sustainability program, including cost savings. BVNA will provide meeting agenda and minutes in electronic Adobe pdf files

Task 7 deliverables will include:

1. BVNA will provide one draft version of the Sustainability Design Criteria Manual for review and comment by FXE in electronic Microsoft Office Word format. After receipt, consideration and incorporation of one round of appropriate comments on the draft Sustainability Design Criteria Manual document, BVNA will finalize and deliver an electronic copy of the Sustainability Design Criteria Manual to FXE in Adobe pdf format.
2. BVNA will provide a Sustainability Design Guideline Checklist to determine project size, project type, size and policy requirements. The Sustainability Design Guideline

Checklist will be provided in electronic Microsoft Office Word format and/or Adobe pdf files.

Task 8 deliverables will include:

1. BVNA will provide one draft version of the Environmental & Sustainability Management System Manual for review and comment by FXE in electronic Microsoft Office Word format. After receipt, consideration and incorporation of one round of appropriate comments on the draft Environmental & Sustainability Management System Manual document, BVNA will finalize and deliver an electronic copy of the Environmental & Sustainability Management System Manual to FXE in Adobe pdf format.

During all phases of the project, BVNA will conduct regular informal progress meetings with the designated FXE Project Manager to discuss the progress of the project, to discuss any issues that may arise, and to plan for upcoming tasks.

The proposed fee for Task 7 includes the preparation of 100 flash drives loaded with all the deliverables prepared for this project.

### **PERFORMANCE SCHEDULE**

The CONSULTANT shall perform the services identified in Tasks 1 through 8 inclusive within 365 calendar days of written Notice to Proceed. This performance schedule is based upon the one submitted with BVNA's March 18, 2014 proposed schedule for this project, with the addition of Task 8. The proposed schedule incorporates assumed FXE review times; however, if these vary from the ones assumed on the schedule, the time frames for project completion will change. Upon scheduling of the project kick-off meeting, BVNA will prepare an updated performance schedule to reflect actual dates.

**EXHIBIT "B" to follow**



# **EXHIBIT B - COST PROPOSAL**

**DATE**  
9/3/2015

**SCOPE**  
Sustainability Management Plan and ESMS Manual

**PROPOSAL No.**  
0209.15.362

**CLIENT**  
City of Fort Lauderdale

**PROJECT SITE**  
FXE - City of Fort Lauderdale

Estimated Task and Description for the Scope of Services	Principal (hours)	Project Manager (hours)	Sustainability and Environmental Mgmt System Consultant/ ISO CERTIFIED LEAD AUDITOR (hours)	Senior Project Manager/CERTIFIED PROFESSIONAL (hours)	Sustainability and Environmental Management Consultant (hours)	Administrator (hours)	Hours	LABOR
Applicable Rate:	\$165.00	\$125.00	\$125.00	\$140.00	\$100.00	\$60.00		
1. Conduct a Sustainability Baseline Assessment	1	10	110	0	100	0	221	\$25,165.00
2. Development of a Written Sustainability Management Plan	0	12	180	8	40	0	240	\$29,120.00
3. Development of a Written Sustainable Mission Statement, Goals, Objectives and Actions	0	12	40	0	60	0	112	\$12,500.00
4. Develop Sustainability Performance Targets	0	7	110	0	0	0	117	\$14,625.00
5. Develop Implementation and Monitoring Program	0	6	45	0	80	0	131	\$14,375.00
6. Annual Sustainability Report Card Outline	0	0	40	0	0	0	40	\$5,000.00
7. Development of a Sustainability Design Criteria Manual	0	4	80	15	40	24	163	\$18,040.00
8. Development of a Environmental & Sustainability Management System Manual	0	15	120	16	24	16	191	\$22,475.00
<b>Total Hours</b>	<b>1</b>	<b>66</b>	<b>725</b>	<b>39</b>	<b>344</b>	<b>40</b>	<b>1,215</b>	

<b>SUB TOTAL</b>	<b>\$141,300.00</b>
------------------	---------------------

Estimated Reimbursable Cost	Unit Price	Units	Number of Units	COST
A. PRINTING AND PHOTOCOPYING B&W	\$0.14	PER PAGE	150	\$21.45
B. PRINTING AND PHOTOCOPYING COLOR	\$0.64	PER PAGE	150	\$96.00
C. POSTERS/BANNERS (3' x6' banner)	\$240.00	PER BANNER	4	\$960.00
D. LAMINATION (8.5"x11" page)	\$1.64	PER PAGE	150	\$246.00
E. FLASH DRIVE	\$19.99	PER FLASH DRIVE	100	\$1,999.00
E. OVERNIGHT DELIVERY	\$16.50	PER PACKAGE	8	\$132.00

<b>SUB TOTAL</b>	<b>\$3,454.45</b>
------------------	-------------------

<b>TOTAL</b>	<b>\$144,754.45</b>
--------------	---------------------

**EXHIBIT B - HOURLY BILLING RATES FOR TASK ORDERS FOR ADDITIONAL SERVICES**

STAFF	UNIT PRICE	UNIT
A. PRINCIPAL	\$165.00	PER HOUR
B. PROJECT MANAGER	\$125.00	PER HOUR
D. SUSTAINABILITY AND ENVIRONMENTAL MANAGEMENT SYSTEM CONSULTANT/ ISO CERTIFIED LEAD AUDITOR	\$125.00	PER HOUR
E. SENIOR PROJECT MANAGER/CERTIFIED PROFESSIONAL	\$140.00	PER HOUR
G. SUSTAINABILITY/ENVIRONMENTAL MANAGEMENT SYSTEM CONSULTANT	\$100.00	PER HOUR
H. ADMINISTRATOR	\$60.00	PER HOUR
REIMBURSABLE COSTS	UNIT PRICE	UNIT
A. PRINTING AND PHOTOCOPYING B&W	\$0.14	PER PAGE
B. PRINTING AND PHOTOCOPYING COLOR	\$0.64	PER PAGE
C. POSTERS/BANNERS (3' x6' banner)	\$240.00	PER BANNER
D. LAMINATION (8.5"x11" page)	\$1.64	PER PAGE
E. FLASH DRIVES	\$10.00	PER DRIVE
F. OVERNIGHT DELIVERY	\$16.50	PER PACKAGE