

PRIME DESIGN SERVICES AGREEMENT FOR RANCHO DRIVE CAPACITY IMPROVEMENTS – DECATUR TO RAINBOW

THIS AGREEMENT is made and entered into this _____ day of _____, _____, by and between the CITY OF LAS VEGAS, a municipal corporation within the State of Nevada (herein the "City") whose address is 400 Stewart Avenue, Las Vegas, Nevada 89101, and STANLEY CONSULTANTS, INC., (the "Consultant"), a corporation, whose address is 5820 S. Eastern Avenue, Suite 200, Las Vegas, Nevada, 89119.

WITNESSETH:

WHEREAS, the City intends to construct the Rancho Drive Capacity Improvements – Decatur to Rainbow (herein the "Project");
and

WHEREAS, the City desires to retain the Consultant who will be responsible for providing the professional services more fully described below and in the exhibits attached hereto; and

WHEREAS, the Consultant is properly licensed pursuant to NRS Chapter 623, 623A, or 625, whichever is legally required for the services to be provided within the State of Nevada, and if applicable to the Consultant's business organization, is in compliance with NRS 623.349 for architects, interior designers, and residential designers and NRS 623A.250 for landscape architects, which requires that control and no less than two-thirds ownership of the business organization or association be held by persons registered or licensed in the State of Nevada pursuant to NRS Chapters 623, 623A, or 625, and possesses the special knowledge, skills and expertise to perform the services hereinafter set forth within the time required under this Agreement.

NOW, THEREFORE, in consideration of the above premises, the parties hereto agree to the following terms, conditions and covenants set forth in Sections One through Ten hereof:

SECTION ONE CONSULTANT RESPONSIBILITIES

1.01 Description of Consultant's Services. For the compensation set forth in Section Seven, the Consultant hereby agrees to perform the basic services set forth in the Scope of Services, Exhibit "A" attached hereto and incorporated herein as a part of this Agreement and, if so requested, the additional services set forth in the Additional Compensation, Exhibit "E" attached hereto and incorporated herein as a part of this Agreement and to provide the submittals described in the Required Submittals Exhibit "B," attached hereto.

1.02 Performance Standards. In performing the services set forth in this Agreement, the Consultant shall follow the practices consistent with the generally accepted standards in the profession of the services being provided to the City pursuant to this Agreement.

1.03 Document Review. The Consultant shall be responsible for reviewing each document prepared by the Consultant and its subconsultants including, without limitation, the plans, drawings and specifications for the purpose of ensuring that such documents are technically sound, in conformance with applicable federal, state and local laws and other regulations, and do not violate or infringe upon any patent rights.

1.04 Waiver. The City's approval of any documents or services furnished by the Consultant shall not in any way relieve the Consultant of responsibility for the professional and technical accuracy of its documents or services. The City's review, approval, acceptance or payment for any of the Consultant's services shall not be construed to operate as a waiver of any rights enjoyed by the City under this Agreement or of any cause of action arising out of the performance of this Agreement. The Consultant shall remain liable for any damages to the City caused by the Consultant's negligent act or omission committed in the performance of this Agreement.

1.05 Designation of Consultant's Representative. The Consultant's representative is the individual identified in the Key Personnel List, Exhibit "F" attached hereto (the "Consultant Representative") to act in that capacity, who shall be responsible for the services required under this Agreement. The services specified by this Agreement shall be performed by the personnel identified in the Key Personnel List provided that such associates and employees perform under the personal supervision of the Consultant Representative.

If any person or subconsultant who is expected to provide any of the services required under this Agreement is objectionable to the City for any reason, the Consultant shall, without additional compensation, replace such person or subconsultant with someone acceptable to the City.

If the Consultant's personnel are unable to complete their responsibilities for any reason under this Agreement, or the Consultant desires for any reason to substitute personnel assigned to the Project, the Consultant agrees to obtain the approval of the City for the substitution. The City shall not unreasonably deny approval unless the City adjudges the substitution not be in the interest of the City or the Project.

If the Consultant fails to make an acceptable replacement within thirty (30) days, the City may terminate this Agreement for default as provided in Section 10.03 of this Agreement.

1.06 Correspondence Review. The Consultant shall furnish the City Representative copies of each correspondence, if any, sent to any contractor involved with the Project, and to any regulatory agencies, for approval and review prior to mailing such correspondence.

1.07 Cooperation with the City. The Consultant agrees that its officers, associates, employees and subconsultants will cooperate with the City in providing the services under this Agreement and will be, with advance notice, available for consultation with the City at such reasonable times as to not conflict with the City's other responsibilities.

1.08 Responsibility for Construction Document Revisions.

A. Applicability. The Consultant's responsibility described in this Section applies only if the Consultant is responsible for providing a construction cost estimate and preparing construction documents for the Project.

B. Responsibility for Revisions. The Consultant does not warrant or represent that the bids or proposed price received by the City to construct the Project will come within the Construction Cost Budget set forth in the Scope of Services or as may be otherwise agreed upon in writing by parties. If the bids or proposed price received by the City exceeds the Construction Cost Budget, the Consultant agrees to cooperate with the City in revising the requirements of the Project as required to lower the cost to within the Construction Cost Budget and to modify the construction documents without additional compensation. In order to meet the Construction Cost Budget, the Consultant may, with the approval of the City, segregate portions of the work as separate alternate bid items so that bids received by the City to construct the Project will come within the Construction Cost Budget.

"Construction Cost Budget" as used herein means the monetary limit established by the City for construction of the Project which limit includes the cost of the Contractor's labor, materials, equipment, expenses, overhead and profit, but excludes the Project's soft costs, cost of change orders and other cost impacts encountered after award of the construction contract.

SECTION TWO CITY RESPONSIBILITIES

2.01 City Representative. The Director of Public Works or his authorized representative identified in the Key Personnel List is hereby designated as the City's representative (the "City Representative") with respect to this Agreement. The City Representative shall have complete authority to transmit instructions, receive information, interpret and define the City's policies and decisions with respect to the services of the Consultant. The City Representative is not authorized to change or waive any of the provisions set forth in Sections 1.01 through 10.24 of this Agreement.

2.02 Review of Consultant's Services and Documents. The services to be performed by the Consultant shall be subject to periodic review by the City Representative. To prevent an unreasonable delay in the Project, the City Representative will endeavor to examine and comment in writing on the documents furnished by the Consultant including, without limitation, the plans, drawings, specifications, test results, evaluations, and reports within twenty-one (21) days of receipt of such documents, unless the Contract provides for a different review time with respect to the document.

2.03 Access to Records. The City shall, without charge, furnish a copy to, or make available for examination or use by, the Consultant, as it may request, any documents and data which the City has available including, without limitation, reports, maps, plans, specifications, surveys, records, ordinances, codes, regulations, and other documents related to the services required under this Agreement. The City shall assist the Consultant in obtaining data and documents from public agencies and from private citizens and business firms whenever the City determines that such material is necessary for the completion of the services required by this Agreement.

2.04 Cooperation with Consultant. The City agrees that its officers and employees will cooperate with the Consultant in the performance of this Agreement and will be, with advance notice, available for consultation with the Consultant at such reasonable times as to not conflict with the Consultant's other responsibilities. The City shall provide access to the Consultant on to the Project site as may be required to perform the services under this Agreement.

SECTION THREE CHANGES TO CONSULTANT'S SERVICES

3.01 Requested Changes. The City may at any time, by written order, make a change in the services to be performed by the Consultant under this Agreement.

3.02 Adjustment of Compensation. If the change requested by the City causes an increase or decrease in the cost or time required to perform any of the services required under this Agreement, an equitable adjustment shall be made in the compensation to be paid to the Consultant under Section Seven, or in the performance schedule under Section Eight, or both, and this Agreement shall be modified in writing accordingly. Each claim for adjustment under this Section must be asserted in writing within thirty (30) days from the date of receipt by the Consultant of written notification of the change, unless the City grants in writing an extension. Provided proper notice has been given to the City as required herein, the claim for an adjustment shall be handled pursuant to the provisions of 10.20B and 10.20C of this Agreement. The failure to provide notification of the claim within the time required herein shall constitute a waiver of the right to seek any equitable or legal adjustment in compensation with respect to that change.

SECTION FOUR ADDITIONAL SERVICES OF CONSULTANT

4.01 Additional Services. The Consultant shall provide the additional services described in the Additional Compensation if, and only if, so requested in writing by the City. Payment for the additional services will be made to the Consultant in accordance with Section Seven of this Agreement.

4.02 Attendance at Meetings or Public Hearings. The Consultant shall notify the City in advance of any additional costs which may be incurred prior to attending any meetings or public hearings as may be necessary in connection with the services performed by the Consultant under this Agreement.

SECTION FIVE SUBCONSULTANT AGREEMENT

5.01 Subconsultant Provisions. If, with the approval of the City as required pursuant to Section 10.07, the Consultant enters into an agreement with a subconsultant for the performance of any of its obligations under this Agreement, the Consultant agrees to include in each subconsultant agreement a provision that:

(i) the Consultant agrees to pay the subconsultant when paid by the City for that portion of the services provided to the City and that no liability arises on the part of the Consultant for payment of the subconsultant services until payment has been made by the City. If the City has paid the Consultant for the subconsultant services, the subconsultant's only recourse is against the Consultant and not against the City, either through the institution of legal or equitable action or the attachment of any lien,

(ii) the subconsultant shall have no more rights against the City than that of the Consultant,

(iii) the subconsultant agrees to be bound by the terms, conditions and obligation of this Agreement unless the City has approved any deviation, change or modification in writing, and

(iv) unless otherwise approved in writing by the City Representative, the subconsultant shall obtain and maintain professional liability insurance (Errors and Omissions coverage) in connection with the subconsultant services in an amount equal to that required of the Consultant in this Agreement.

SECTION SIX TERM OF AGREEMENT

6.01 Term. This Agreement shall commence on the day it is approved by the City (which date shall be inserted in the introductory paragraph of this Agreement) and shall remain in force and effect until the Project is completed unless terminated earlier pursuant to Section 10.02 or 10.03 of this Agreement. Such termination shall not release either party from any of its continuing obligations under this Agreement.

6.02 **Disputes.** This Section shall not be construed to preclude the filing of any dispute arising out of the performance of this Agreement or in connection with the subject matter hereof, nor shall this Section be construed to change the date or the time on which a cause of action arising out of the performance of this Agreement or in connection with the subject matter hereof, would otherwise accrue under the statutes of limitation or doctrines of law.

SECTION SEVEN COMPENSATION AND TERMS OF PAYMENT

7.01 **Compensation: Basic Services.** For the services to be performed by the Consultant under this Agreement and set forth in the Scope of Services, the City agrees to pay the Consultant the fee in the amount identified in the Fee Breakdown, **Exhibit "D"** attached hereto, pursuant to invoices submitted in accordance with Section 7.04 of this Agreement.

7.02 **Compensation: Additional Services.** For any services not set forth in the Scope of Services, the City shall pay to the Consultant either a lump sum fee, or an hourly fee based on the hourly labor rate schedule set forth in the Additional Compensation, whichever is agreed to by the parties, provided prior written approval for such services is given by the City Representative.

7.03 **Compensation: Reimbursable Expenses.** The Consultant agrees that all of its direct and indirect expenses are included in the fee for Basic Services and the agreed upon compensation for any Additional Services, except as may be specifically allowed for reimbursable expenses as part of the Additional Compensation.

7.04 **Payment Invoicing.** The Consultant may submit an invoice for payment for the services provided by the Consultant based on the manner or method of payment set forth in the Fee Breakdown. The City Representative will notify the Consultant of any problems regarding the invoice within fourteen (14) days from receipt thereof. If no response is received from the City Representative within the aforementioned period of time, the Consultant may expect payment within a period of (60) days from the date of receipt by the City. If payment has not been received within the sixty (60) days, the Consultant agrees to contact the City Representative to resolve the problem causing the delay. If resolution of the delay is not satisfactory to the Consultant, the Consultant may submit a claim pursuant to Section 10.20A of this Agreement.

7.05 **Right to Off-Set.** The City Representative may subtract or offset from any unpaid invoice from the Consultant any claims which the City may have for failure of the Consultant to comply with the terms, conditions or covenants of this Agreement, or any damages, costs and expenses caused by, resulting from, or arising out of the negligent act or omission of the Consultant in the performance of the services under this Agreement including, without limitation, any error or deficiency in the report or other documents prepared by the Consultant. The City Representative shall provide a written statement to the Consultant of the off-set which has been subtracted from any payment to the Consultant along with appropriate documentation and receipts, if any, and a description of the failure, error or deficiency attributed to the Consultant. If the Consultant disputes the right or amount of the off-set made by the City, the Consultant may file a claim pursuant to Section 10.20 of this Agreement.

7.06 **Final Payment.** Upon completion of the services required under this Agreement, and acceptance thereof by the City (which acceptance will not be unreasonably withheld), the Consultant will, within sixty (60) days of the City's acceptance, be paid the balance of any money due for such services.

SECTION EIGHT PERFORMANCE SCHEDULE

8.01 **Performance Schedule.** The Consultant shall perform and complete the services required under this Agreement according to the schedule (the "Performance Schedule") set forth in the Schedule of Performance, **Exhibit "C"** attached hereto. If the performance of services is delayed or submittals are not delivered in the time period as outlined in the Performance Schedule, the Consultant shall notify the City Representative in writing of the reasons for the delay and include a plan which brings the Consultant's performance into compliance with the Performance Schedule.

SECTION NINE AUDIT: ACCESS TO RECORDS

9.01 **Records.** The City shall have the right to audit the Consultant's books, records and other documents directly pertinent to the performance of this Agreement. The Consultant agrees to maintain books, records and other documents directly pertinent to performance of this Agreement in accordance with generally accepted accounting principles and practices. The Consultant shall also maintain the financial information and data used to prepare or support the invoices submitted to the City. Audits conducted pursuant to this provision shall be in accordance with generally accepted auditing standards, procedures and guidelines of the City, or its designated representative. The City, or its duly authorized

representatives, shall have access to such books, records, and documents for the purpose of inspection, audit and copying. The Consultant will provide proper facilities for such access and inspection.

9.02 Disclosure. The Consultant shall be afforded the opportunity for an audit entrance and exit conference and an opportunity to comment and submit any supporting documentation on the pertinent portions of the draft audit report, and that the final audit report will include the written comments, if any, of the Consultant.

9.03 Period of Maintenance. The books, records and other documents under Sections 9.01 and 9.02 of this Agreement shall be maintained for three (3) years after the date of the final payment for the services under this Agreement. In addition, those records and other documents which relate to any arbitration, litigation or the settlement of any claim arising out of this Agreement, or to which an audit exception has been taken, shall be maintained and made available until three (3) years after the date that the arbitration, litigation or exception has been resolved.

9.04 Subcontract Provisions. The Consultant agrees to include Sections 9.01 through 9.03 of this Agreement in all its subcontracts directly related to performance of services specified in this Agreement which are in excess of \$10,000.

SECTION TEN MISCELLANEOUS PROVISIONS

10.01 Suspension. The City may suspend, without cause, the performance by the Consultant under this Agreement for such period of time as the City, in its sole discretion, may prescribe by providing written notice to the Consultant. The suspension shall be effective as of the date set forth in the written notice. With such suspension, the City agrees to pay to the Consultant the amount of compensation, based on percentage of completion of the Project, earned as of the effective date of suspension less all previous payments. The Consultant shall not provide any further services under this Agreement after the effective date of suspension until otherwise notified in writing by the City. In no event shall the City be liable to the Consultant for services in excess of the percentage of the Project completed at the time of suspension.

If, after notice to resume performance has been given by the City, the suspension was for a period in excess of ninety (90) days, which has resulted in an increase in the performance of the Agreement to the Consultant and:

- (i) the Consultant was not a contributing cause for the suspension,
- (ii) the Consultant has not received an equitable adjustment under another provision of this Agreement, and
- (iii) the Consultant could not mitigate the increase in the performance cost,

then the Consultant's fee shall be reviewed by the City and, if justified, equitably adjusted to provide for any additional expenses resulting from the suspension.

10.02 Termination for Convenience. The City reserves the right to terminate this Agreement without cause or default on the part of the Consultant with ten (10) days' prior written notification to the Consultant served pursuant to Section 10.18 of this Agreement. In the event of termination, without cause or default, the City agrees to pay to the Consultant the reasonable value for the services performed as of the date that notification of termination is received by the Consultant. In no event shall the City be liable to the Consultant for services in excess of the percentage completed at the time of termination.

10.03 Termination for Cause or Other Resolution.

A. Default. The occurrence of any of the following events shall constitute a default by the Consultant hereunder (herein "Event of Default"). If, during the term of this Agreement, the Consultant:

- (i) defaults in the due observance and performance of any term, condition or covenant contained in this Agreement,
- (ii) (a) voluntarily terminates operations or consent to the appointment of a receiver, trustee or liquidator of the Consultant for all or a substantial portion of its assets, (b) is adjudicated bankrupt or insolvent or files a voluntary petition in bankruptcy, or admits in writing to the inability to pay its debts as they become due, (c) make a general assignment for the benefit of creditors, (d) file a petition or answer seeking reorganization or an arrangement with creditors or take advantage of any insolvency law, or (e) if action shall be taken by the Consultant for the purpose of effecting any of the foregoing,
- (iii) allows any warrant, execution or other writ to be issued or levied upon any property or assets of the Consultant which continues unvacated and in effect for a period of thirty (30) days, or

(iv) fails, in the judgment of the City, to provide the services hereunder properly and with proper dispatch in accordance with the time schedule set forth in this Agreement,

and the default continues five (5) days after written notice is given to the Consultant pursuant to Section 10.18.

B. City's Rights. Upon the occurrence of an Event of Default, and without prejudice to any other right or remedy it may have at law or equity, the City may:

(i) terminate this Agreement, suspend payment of all pending invoices otherwise due to the Consultant hereunder, and finish this Agreement by such means as deemed appropriate by the City, reserving the right to deduct from any balance due Consultant the cost of completing this Agreement. In the event the cost of finishing the Consultant's performance of this Agreement exceeds the balance due the Consultant, the excess shall be paid by the Consultant to the City within five (5) days of invoicing by the City,

(ii) terminate this Agreement, and the obligations imposed hereunder, including the obligation of any further payment for the services of the Consultant except for the reasonable value for the services performed to the date of termination, or

(iii) Continue with performance by the Consultant and serve within a reasonable time after completion of the Agreement a request to arbitrate the Event of Default as a claim or dispute pursuant to the arbitration procedure set forth in Section 10.20.

In the event that the City elects to implement (i) above, the costs and expenses of completing this Agreement shall be computed and audited by the City's designated representative. The audit shall be conducted in accordance with generally accepted accounting principles and the cost thereof shall be paid by the Consultant.

10.04 **Ownership of Documents.**

A. Architectural Works. To the extent that the Consultant's services involves the design of an architectural work as defined herein, the Consultant shall retain all common law and statutory rights of ownership, including copyrights, to the drawings and specifications prepared by the Consultant for this Project. The Consultant is deemed to be the author of the drawings and specifications as instruments of service to the City. Notwithstanding the foregoing, the Consultant hereby grants to the City the right to use (including the right of reproduction and use in the creation of new documents) the drawings and specifications for the purpose of completing the Project or for any subsequent maintenance, repair, renovation, remodeling or addition thereto. The rights granted herein to the City shall extend and include any new consultant which the City may retain for the aforementioned purposes. The Consultant hereby releases the City, and any new consultant retained by the City for the aforementioned purposes, from any and all claims in connection with the use or reproduction of the drawings and specifications. The Consultant agrees to execute such documents reasonably deemed necessary by the City to implement the rights granted to the City pursuant to this subsection including written permission to make changes or modifications to the plans.

B. Other Works. To the extent that the Consultant's services does not involve the design of an architectural work, the City shall have all common law and statutory rights of ownership, including copyrights, to the plans, drawings, specifications and other documents (including, without limitation, design concepts and sketches, test results, evaluations, reports and studies, excepting any proprietary forms, templates, and checklists specifically listed for City ownership exclusion elsewhere in this Agreement) (collectively herein the "Documents") prepared or assembled by the Consultant, or any of its subconsultants, for this Project. The Consultant hereby releases the City, and any new consultant retained by the City from any and all claims in connection with the use or reproduction of the Documents. The Consultant agrees to execute such documents reasonably deemed necessary by the City to implement the rights granted to the City pursuant to this subsection including written permission to make changes or modifications to the plans. The Consultant shall be entitled to retain a reproducible copy of the documents furnished to the City.

C. Definition of Architectural Work. For purposes of this Agreement, "architectural work" shall have the same definition as set forth in Architectural Works Copyright Protection Act of 1990, P. L. 101-650, Title VII, Section 70 et. seq.

D. Delivery of Documents. In the event of the completion, suspension or termination of this Agreement, the City shall have the right to require delivery of any and all of the plans, drawings, specifications, and all other documents (including, without limitation, design concepts and sketches, test results, evaluations, reports and studies), including the magnetic or electronic media of the aforementioned documents, not in the possession of the City.

E. Confidentiality. The plans, drawings, specifications and other documents (including, without limitation, design concepts and sketches, test results, evaluations, reports and studies) (including the magnetic or electronic media of the aforementioned documents) which are prepared or assembled by the Consultant, or its subconsultants, under this Agreement shall not be made available to any individual or organization without the prior written consent of the City. Except for marketing pamphlets and submittals to clients, the Consultant shall not publish, submit for

publication, or publicly display the Project without the written consent of the City. The obligations of confidentiality shall survive the termination of this Agreement.

F. **Contractual Rights.** Notwithstanding the provisions of 10.04 A above, the City is hereby licensed to use all design concepts developed by the Consultant and subconsultants under this Agreement, including the right to construct derivative works of the Project, and to use the design concepts for other projects of the City. The design concepts include, but are not limited to, the form, aesthetic appeal, site layout, the arrangement and composition of spaces and elements, the use of colors and materials, system designs, construction methods and interior design.

10.05 **Insurance.** The Consultant shall procure and maintain, at its own expense, during the entire term of the Agreement, the following insurances:

A. **Worker's Compensation Insurance.** This insurance shall protect the Consultant and the City from employee claims based on job-related sickness, disease, or accident.

B. **Commercial General Liability Insurance.** This insurance shall protect the Consultant, its agents and vehicles used to provide the services required under this Agreement from claims of personal injury (including death) and property damage. Such coverage shall be in a minimum amount of \$1,000,000 combined single limit for the period of time covered by this Agreement. The Consultant's general liability insurance policies shall be endorsed to include the City as an additional insured.

C. **Commercial Automobile Liability Insurance.** This insurance shall protect the Consultant from claims of limits no less than \$1,000,000 combined single limit per occurrence for bodily injury and property damage to include, but not be limited to, coverage against all insurance claims for injuries to persons or damages to property which may arise from services rendered by Company and any auto used to the performance of services under this Contract. The policy must insure all vehicles owned by the Company and include coverage for hired and non-owned vehicles. The Consultant's automobile liability insurance policies shall be endorsed to include the City as an additional insured.

D. **Professional Liability Insurance (Errors and Omissions Coverage).** This insurance shall protect the Consultant from claims arising out of performance of professional services caused by a negligent act, error, or omission for which the insured is legally liable. Such coverage shall be in a minimum amount of \$1,000,000 for the period of time covered by this Agreement.

E. **Cancellation or Modification of Coverage.** The Consultant's Commercial General Liability and Professional Liability Insurance Policies shall automatically include or be endorsed to cover the Consultant's contractual liability to the City under this Agreement, and with respect to its Commercial General Liability Policy, to waive subrogation against the City, its officers, agents, servants and employees. The policies shall provide that the City will be given thirty (30) days' notice in writing of any cancellation of, or material change in, the policies.

F. **Certificates and Endorsements.** The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer and licensed by the State of Nevada. All deductibles and self-insured retentions shall be fully disclosed in the Certificate of Insurance. No deductible or self-insured retention may exceed \$25,000 without the written approval of the City. The Consultant shall deliver to the City's authorized designated representative named in **Exhibit "B"** (Required Submittals) certificates indicating that such insurance is in effect before any services are provided under this Agreement and renewal certificates not less than 30 days prior to the expiration date of any policy.

G. **Period of Coverage.** If the insurance coverage is underwritten on a "claims made" basis, the retroactive date shall be prior to or coincident with the date of this Agreement and the Certificate of Insurance shall state that coverage is "claims made" and the retroactive date. Upon availability, the Consultant shall maintain coverage for the duration of this Agreement and for two years following completion of this Agreement.

10.06 **Indemnity.** Notwithstanding any of the insurance requirements set forth in Section 10.05, and not in lieu thereof, the Consultant shall defend, indemnify and hold the City, its Mayor, Councilmen, officers, employees and agents (herein the "Indemnities"), harmless from any and all claims (including, without limitation, patent infringement and copyrights claims), damages, losses, expenses, suits, actions, decrees, judgments, arbitration awards or any other form of liability (including, without limitation, reasonable attorney fees and court costs) (collectively herein the "Claims") to the extent that such Claims are caused by the negligence, errors, omissions, recklessness or intentional misconduct of the Consultant, its employees, subcontractors, agents or anyone employed the Consultant's subcontractors or agents, in the performance of this Agreement.

As part of its obligation hereunder, the Consultant shall, at its own expense, defend the Indemnities against the Claims brought against them, or any of them, which is caused by the negligence, errors, omissions, recklessness or intentional misconduct of the Consultant, its employees, subcontractors or agents, for and against which the Consultant is obligated to indemnify the Indemnities pursuant to this Section, unless the Indemnities, or any of them elect to conduct their own defense which, in such case, shall not relieve the Consultant of its obligation of indemnification set forth herein. If the Consultant or the Consultant's insurer fails to defend the Indemnities as required herein, the Indemnities shall have the right, but not the obligation, to defend the same and, if the Consultant is adjudicated by the trier of fact to be liable, the Consultant agrees to pay the direct and incidental costs of such defense (including attorney fees and court costs) which is proportionate to the liability of the Consultant.

As used in this Section 10.06, "agents" means those persons who are directly involved in and acting on behalf of the City or the Consultant, as applicable, in furtherance of the contract or the public work to which the contract pertains.

10.07 *Assignment.* The City and the Consultant each bind itself and its partners, successors, administrators and assigns to the other party of this Agreement and to the partners, successors, executors, administrators and assigns of such other party in respect to all covenants of this Agreement, except the Consultant shall not assign, sublet or transfer any obligation or benefit under this Agreement without the written consent of the City. Nothing contained herein shall be construed as creating any personal liability on the part of any officer or agent of the City.

10.08 *Waiver.* No consent or waiver, express or implied, by either party to this Agreement, or of any breach or default by the other in the performance of any obligations hereunder, shall be deemed or construed to be a consent or waiver of any other breach or default by such party hereunder. Failure on the part of any party hereto to complain of any act, or failure to act of the other party, or to declare that other party in default hereunder, irrespective of how long such failure continues, shall not constitute a waiver of the rights of such party hereunder. Inspection, payment, or tentative approval or acceptance by the City or the failure of the City to perform any inspection hereunder, shall not constitute a final acceptance of the work or any part thereof and shall not release the Consultant of any of its obligations hereunder.

10.09 *Consultant Warranties.* The Consultant hereby represents and warrants that:

(i) it is financially solvent, able to pay its debts as they mature, and is possessed of sufficient working capital to complete this Agreement; that it is experienced, competent, qualified and able to furnish the plant, tools, materials, supplies, equipment and labor which is used to perform the services contemplated by this Agreement, and that it is authorized to do business in the City of Las Vegas and the State of Nevada,

(ii) it holds a license, permit or other special license to perform the services included in this Agreement, as required by law, or employs or works under the general supervision of the holder of such license, permit or special license,

(iii) its computer hardware, software, and firmware will continue functioning without interruption, and will continue to accurately process date, time, and data necessary to the performance of this Agreement, and

(iv) it has, pursuant to the requirements of Resolution 79-99 adopted by the City Council on August 4, 1999, (effective October 1, 1999), as amended by resolution 105-99 (adopted by the City Council on November 17, 1999), disclosed on the form attached hereto as **Exhibit "G"** (Disclosure of Ownership/Principals) all of the principals, including partners, of the Consultant, as well as all persons and entities holding more than a one percent (1%) interest in the Consultant or any principals of the Consultant. If the Consultant, or its principals or partners, are required to provide disclosure under federal law (such as Securities and Exchange Commission or the Employee Retirement Income Act) and current copies of such federal disclosures are attached to **Exhibit "G,"** the requirements of this Section shall be deemed satisfied. During the term of this Agreement, the Consultant shall notify the City in writing of any material change in the above disclosure on **Exhibit "G"** within fifteen (15) days of such change.

10.10 *Consultant's Employees.* The Consultant shall be responsible for maintaining satisfactory standards of competency, conduct and integrity, of personnel assigned to the Project, and shall be responsible for taking such disciplinary action with respect to such personnel as may be necessary. In the event the Consultant fails to remove any employee from the work of this Agreement whom the City deems incompetent, careless or insubordinate, or whose continued employment on the work is deemed by the City to be contrary to the public interest, the City reserves the right to require such removal as a condition for the continuation of this Agreement.

10.11 *Independent Contractor.* It is hereby expressly agreed and understood that in the performance of the services required herein, the Consultant and any other person employed by him hereunder shall be deemed to be an independent contractor and not an agent or employee of the City.

10.12 *Applicable Law.* This Agreement shall be construed and interpreted in accordance with the laws of the State of Nevada.

10.13 *Compliance with Laws.* The Consultant shall in the performance of its obligations hereunder comply with all applicable laws, rules and regulations of all governmental authorities having jurisdiction over the performance of this Agreement including, without limitation, the Federal Occupational Health and Safety Act and all state and federal laws prohibiting and/or related to discrimination by reason of race, sex, age, religion or national origin.

10.14 *Severability.* In the event that any provisions of this Agreement shall be held to be invalid or unenforceable, the remaining provisions of this Agreement shall remain valid and binding on the parties hereto.

10.15 Confidentiality. The Consultant shall treat the information relating to the Project, which has been produced by the Consultant or provided by the City, as confidential and proprietary information of the City and shall not permit its release to other parties or make any public announcement or publicity release without the City's written authorization. The Consultant shall also require each subconsultant to comply with this requirement. The submission or distribution of documents to meet official regulatory requirements or for similar purposes in connection with the Project is not to be construed as publication relieving the Consultant of its confidentiality obligation imposed herein.

10.16 Site Inspection. The Consultant represents that it has visited the location of the Project and has satisfied itself as to the general condition thereof and that the Consultant's compensation as provided for in the Agreement is just and reasonable compensation for performance hereunder including reasonably foreseen and foreseeable risks, hazards and difficulties in connection therewith based on such above-ground observations.

10.17 Modification. All modification or amendments to this Agreement are null and void unless reduced in writing and signed by the parties hereto.

10.18 Notice. Any written notice required to be given under Sections 1.01 through 10.24 of this Agreement shall be deemed to have been given when the written notice is (i) received by the party to whom it is directed by personal service or (ii) deposited with the United States Postal Service, postage prepaid, addressed to the City Representative or the Consultant Representative, whomever is the proper recipient, and mailed to the address set forth in the introductory paragraph to this Agreement.

10.19 Prohibition Against Contingent Fees. The Consultant warrants that no person or entity has been employed or retained to solicit or secure this Agreement with the Agreement or understanding that a commission, percentage, brokerage or contingent fee would be paid to that person. For breach or violation of this provision, the City shall have the right to annul this Agreement without liability or, in its discretion, to deduct from the compensation to be paid to the Consultant, or otherwise recover, the full amount of such commission, percentage, brokerage or contingent fee.

10.20 Claim or Dispute Resolution.

A. Notice of Claim or Dispute. For each claim or dispute which the Consultant has against or with the City (except for any claim for an equitable adjustment under Section 3.02 which is subject to the 30-day limitation set forth therein), notice thereof must be submitted in writing to the City Representative within a reasonable time after the claim or dispute arises, but no later than thirty (30) days after final payment is made to the Consultant. The purpose of written notification is to place the City on notice so that proper measures can be taken to properly defend against the claim or dispute, and the failure to give such notice shall preclude the Consultant from subsequently arbitrating that particular claim or dispute pursuant to Section 10.20C of this Agreement, and the Consultant shall have no further recourse against the City. Pending a final decision on the claim or dispute under Sections 10.20B or 10.20C, the Consultant shall proceed diligently with the performance of this Agreement.

B. Resolution by Management. The City Representative and the Consultant Representative shall meet within a reasonable time after receipt of the written notice received pursuant to Section 10.20A in an attempt to resolve the claim or dispute to the mutual satisfaction of the parties. If the matter is not disposed of by mutual agreement between the City Representative and the Consultant Representative, the claim or dispute shall be decided by the Director of Public Works, whose decision shall be reduced to writing and mailed or otherwise furnished to the Consultant. The decision of the Director of Public Works shall be final and conclusive unless, within thirty (30) days after the date on which the Consultant receives its copy of such decision, the Consultant mails or otherwise furnishes to the Director of Public Works a written request to arbitrate the claim or dispute, in which event the parties shall proceed with the arbitration pursuant to provisions of Section 10.20B. The failure to make such request shall preclude the Consultant from proceeding any further on the claim or dispute, and the Consultant shall have no further recourse against the City.

C. Resolution by Arbitration. Upon receipt of the request to arbitrate authorized pursuant Section 10.03B or Section 10.20B, the City and the Consultant shall come to an agreement as to the appointment of an arbitrator for purposes of hearing the appeal. If the parties cannot reach an agreement, then each party shall select an arbitrator for purposes of the appeal, and the two shall select a third arbitrator within 20 days of their appointment. If the selected arbitrators are unable to agree upon the third arbitrator, the third arbitrator shall be selected by the American Arbitration Association or the Nevada Arbitration Association, whichever is designated by the City. Each party shall be afforded an opportunity to be heard and to offer evidence in support of or against the appeal. The decision of the arbitrator, or arbitrators, as the case may be for the determination of the appeal, shall be final, conclusive and enforceable under the laws of the State of Nevada.

D. Right of Consolidation. Any arbitration arising out of or relating to this Agreement may include, by consolidation, joinder or in any other manner, any additional party or parties who are not a party to this Agreement if so requested by the City or the Consultant. Any consent to arbitration involving an additional party or parties shall not constitute consent to arbitrate any claim or dispute not described as a part of the original arbitration unless otherwise agreed to by the parties.

E. **Right of Joinder.** In the event the City is named as a party to any arbitration, or the City commences an arbitration against a party other than the Consultant, which arbitration is related to, or connected with, the construction of the Project or the performance of the Consultant's services hereunder (such as, without limitation, any arbitration between the City and the Contractor awarded the contract to construct the Project), the Consultant agrees and irrevocably consents to be joined as a party in the arbitration proceeding and to be bound by any decision resulting therefrom. The decision of the arbitrator or arbitrators, as the case may be, in the arbitration to which the Consultant has been joined as a party, shall be binding and enforceable against the parties thereto under the laws of the State of Nevada.

If the Consultant is named as an additional party by the City, the Consultant shall not be entitled to any additional compensation from the City as a result of preparing for, and participating in, the arbitration.

F. **Discovery.** In the event of arbitration, the parties agree that all means of discovery including, but not limited to, depositions and interrogatories, will be afforded to the parties involved in the arbitration, and the appointed arbitrator shall have all authority to impose sanctions against either party for failing to comply with the rules of discovery provided under the Nevada Rules of Civil Procedure.

G. **Award Final.** The award rendered by the arbitrator shall be final, and judgment may be entered upon its accordance with applicable law in any court having jurisdiction thereof.

H. **Mediation.** Subsequent to the commencement of any arbitration pursuant to Section 10.20C, and prior to any decision arising therefrom, the parties may endeavor with written mutual consent to settle disputes by mediation in accordance with the mediation rules of the mediation service agreed by the parties. The cost of the mediation shall be shared equally by the parties.

10.21 **Attorney Fees.** The prevailing party in any litigation or arbitration brought to enforce the provisions of this Agreement shall be entitled to reasonable attorney fees and court costs.

10.22 **Calendar Day.** All references in this Agreement to days are to calendar days unless otherwise indicated.

10.23 **Exhibits.** All exhibits referenced in this Agreement are hereby incorporated by this reference as a part of this Agreement. Any conflict between the provisions of this Agreement and the Exhibits incorporated herein shall be governed by the provisions of this Agreement.

10.24 **Counterparts; Electronic Delivery.** This Agreement may be executed in counterparts, all such counterparts will constitute the same contract and the signature of any party to any counterpart will be deemed a signature to, and may be appended to, any other counterpart. Executed copies hereof may be delivered by facsimile or e-mail and upon receipt will be deemed originals and binding upon the parties hereto, regardless of whether originals are delivered thereafter.

10.25 **Agreement Version.** This document incorporates the standard provisions for the City's Professional Services Agreement updated as of April 8, 2008.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed the day and year first above written.

CITY OF LAS VEGAS

By _____
Kathleen C. Rainey, Manager, Purchasing & Contracts

ATTEST

Beverly K. Bridges, MMC, City Clerk Date

APPROVED AS TO FORM

John S. Ridilla 6/14/11
Deputy City Attorney Date
John S. Ridilla
Deputy City Attorney

CONSULTANT

By Michael E. Hunzinger
Gregory Gesicki, Stanley Consultants, Inc.

Michael E. Hunzinger, Senior Vice President
Stanley Consultants, Inc.

LIST OF EXHIBITS

- EXHIBIT " A " SCOPE OF SERVICES
- EXHIBIT " B " REQUIRED SUBMITTALS
- EXHIBIT " C " PERFORMANCE SCHEDULE
- EXHIBIT " D " FEE BREAKDOWN
- EXHIBIT " E " ADDITIONAL COMPENSATION
- EXHIBIT " F " KEY PERSONNEL LIST
- EXHIBIT " G " DISCLOSURE OF OWNERSHIP/PRINCIPALS

EXHIBIT "A"

SCOPE OF SERVICES

ARTICLE 100: GENERAL INFORMATION

100.1 Project Overview

100.1.1 Project Overview Description

The Scope of Services to be provided under the terms of this agreement addresses the design and preparation of Contract Drawings, including Special Provisions and Cost Estimate for roadway, drainage and sewer improvements along Rancho Drive between Decatur Boulevard and Rainbow Boulevard. The project limits span over 3 miles from the northern most intersection of Decatur Boulevard and Rancho Drive, north to Rainbow Boulevard and will require adequate transition between Rainbow Boulevard and US95. This project will interface with the "City of Las Vegas Rancho Drive and Decatur Boulevard Improvement project" at its south end, with extensive coordination between that project and the "City of Las Vegas Rancho Drive Capacity Improvements – Decatur to US95 project" to produce a contiguous, uniform design. The proposed improvements are located within Nevada Department of Transportation jurisdiction. Overhead power poles are located along the majority of the alignment.

Two design options will be prepared for the 30% submittal and are as follows:

Option A: Rancho Drive will be redesigned to include: construction of incomplete improvements (i.e. sawtooths, sidewalk, curb and gutter); 10' wide sidewalks where right-of-way is available (5' wide sidewalks where it's not); ADA sidewalk ramps; bus turnouts; turn lanes at major intersections; new streetlights, traffic signals and striping; preservation of existing sidewalk; median modifications to include beautification elements within the 14-foot wide median and reduced median widths at intersections; mill and overlay and removal/replacement of existing AC where necessary.

Option B: Rancho Drive will be redesigned to include: a fourth outside travel lane in both directions (for local transit services); reconstruction of curb and gutter and sidewalks (curb line moves in); ADA sidewalk ramps; bus turnouts; turn lanes at major intersections; new streetlights, traffic signals and striping; 10-foot wide sidewalks and include an amenity zone; median modifications to include beautification elements within the 14-foot wide median and reduced median widths at intersections; mill and overlay and removal/replacement of existing AC where necessary.

After the 30% design phase, this agreement will be based on Option A. If Option B is chosen, it will be covered with additional services.

Rancho Drive generally has 125-feet of existing right-of-way. Option A may be accommodated without extensive right-of-way acquisition. Option B may include right-of-way acquisition. Part of the 30% design will include right-of-way research to determine how much right-of-way may need to be acquired for either option. It is anticipated that right-of-way may be necessary to accommodate new turn lanes, bus turnouts, traffic signals, and drainage improvements. Temporary Construction Easements (AKA as Authorization to Enter Property) will be required.

Rancho Drive has areas that are identified as FEMA Flood Zone A, therefore a hydrologic and hydraulic design analysis following NDOT and City criteria will be required.

Previous sewer assessment testing has shown that sewer improvements are required and include rehabilitation of approximately 900 feet of 24-inch sewer, 1300 feet of 21-inch sewer and 1250 feet of 15-inch sewer. The rehabilitation of approximately 12 sewer manholes is also needed. In general, the sewer lines are located within Rancho Drive between Craig Road and Gowan Road. City of Las Vegas enterprise sanitation funds will be used for design and construction of these improvements.

Design funding is provided by the Regional Transportation Commission. Construction funding for this project has not yet been identified, however federal funding may be pursued.

100.2 Construction Cost Budget

100.2.1 Construction Cost Budget: To Be Determined, Section 1.08 Responsibility for Construction Document Revisions does not apply.

100.3 Project Contact Information

100.3.1 The City Engineer or their authorized representative is hereby designated as the City's Representative with respect to this Agreement. The City's Representative shall have complete authority to transmit instructions, receive information, interpret and define the City's policies and decisions with respect to the services of the Consultant. All inquiries concerning the project should be directed to the City Engineer or his

authorized representative and the Consultant should not contact internal units of the City unless directed to do so. This policy is effective throughout the life of the project.

- 100.3.2** The Consultant's Representative is hereby designated as the Consultant's Project Manager listed in Exhibit "F", who shall be responsible for the services required under this Agreement. All of the services specified by this Agreement shall be performed by the Consultant's Representative, or by the associates and employees identified in the Consultant's proposal provided that such associates and employees perform under the personal supervision of the Consultant's Representative. All employees identified in the Consultant's cost proposal shall be subject to approval by the City's Representative. Should the Consultant's Representative, or any associate or employee, be unable to complete his or her responsibility for any reason, the Consultant will replace the employee with a qualified person approved by the City. If the Consultant fails to make a required replacement within thirty (30) days, the City may terminate this Agreement for default.

100.4 Plan Control and Standards

- 100.4.1** All plans, designs, specifications and estimates shall conform to the City standard practices, which are based on the latest edition of the following documents:
- 100.4.1.1** Policy on Geometric Design of Highways and Streets (AASHTO)
 - 100.4.1.2** Uniform Standard Specifications for Public Works' Construction, Off-Site Improvements, Clark County Area, Nevada
 - 100.4.1.3** Uniform Standard Drawings for Public Works' Construction, Off-Site Improvements, Clark County Area, Nevada, Volume I and Volume II
 - 100.4.1.4** Nevada Department of Transportation (NDOT) Standard Plans for Road and Bridge Construction and NDOT Standard Specifications for Road and Bridge Construction
 - 100.4.1.5** Manual on Uniform Traffic Control Devices
 - 100.4.1.6** Clark County Regional Flood Control District's Hydrologic Criteria and Drainage Design Manual
 - 100.4.1.7** Las Vegas Valley Flood Control Master Plan Update (MPU), current edition
 - 100.4.1.8** Central Neighborhood Flood Control Master Plan, Volume I & II, March 2005
 - 100.4.1.9** Las Vegas Valley Water District (LVVWD) Rules and Regulations
 - 100.4.1.10** Uniform Design and Construction Standards for Water Distribution Systems, Clark County, Nevada
 - 100.4.1.11** Design and Construction Standards for Wastewater Collection Systems, Southern Nevada
 - 100.4.1.12** Freeway and Arterial System of Transportation (FAST) standards

- 100.4.2** The design criteria for the following agencies will also be adhered to: City of Las Vegas Sanitary Sewer Planning, Traffic Engineering, and Flood Control; Clark County Regional Flood Control District ("CCRCD"); Nevada Department of Transportation ("NDOT"); Las Vegas Valley Water District ("LVVWD"); and local utility providers.

100.5 Changes to Scope of Services

- 100.5.1** If increased scope or workload is encountered, the Consultant is to notify the City in writing and receive written confirmation to proceed prior to the performance of any work related to the increased scope or workload.
- 100.5.2** The City Engineer or their authorized representative may at any time, only by written order, make changes which may result in an increase or decrease in the services to be performed by the Consultant. If the changes requested by the City cause an increase or decrease in the cost or time required to perform any of the services required hereunder, an equitable adjustment shall be made in the compensation to be paid to the Consultant under Section Seven, or in the time of performance under Section Eight, or both, and this Agreement shall be modified in writing accordingly. Any claim for adjustment under this Section must be asserted in writing within thirty days from the date of receipt by the Consultant of written notification of the changes to the services to be provided by the Consultant unless the City grants in writing a further period of time. Failure to assert such claim within the time limit provided herein shall constitute a waiver of any right to seek any equitable adjustment in compensation with respect to that change.

100.6 Responsibilities of the Consultant

- 100.6.1** The Consultant shall provide a set of Plans and Special Provisions, for the project described in Section 100.1.1, that are whole and complete, technically accurate, biddable and constructible, meeting the City's reasonable needs and expectations. All design, re-design, coordination, permitting, quality control review, meeting attendance, bid phase assistance, travel, reproduction, computer use or similar items that could reasonably be anticipated which are not limited or excluded elsewhere in this contract or listed specially in additional services, shall be provided by the Consultant for the basic services fee agreed to herein whether they are specifically listed in this scope of services or not.

- 100.6.2** The Consultant agrees to include in all its subcontracts related to the Project, and require the same of all subconsultant contracts at all tiers, the provisions of this Agreement related to the City's and Consultant's rights (including copyright), ownership and uses of the concepts, designs, documents, intellectual property, and tangible property.
- 100.6.3** Where the Consultant specifies materials and equipment by brand names, provide two (2) or more brand names with model numbers for each item specified and state "or approved equal". Where less than two suitable brand names/model numbers are commercially available state "or approved equal" and provide required documentation per NRS requirements to support single source selection.
- 100.6.4** Prior to each design submittal, check all documents for technical accuracy, compliance with applicable codes and ordinances, complete incorporation of all design review comments, and coordination within and between design disciplines. Each submittal shall be in accordance with the appropriate submittal requirements listed herein. Incomplete submittals shall be rejected. All costs associated with the re-submittal shall be borne by the Consultant.
- 100.6.5** The Consultant shall without additional compensation correct or revise any error or deficiencies in the plans, drawings, specifications or other related documents prepared by the Consultant.
- 100.6.6** The Consultant shall be responsible for all coordination with its subconsultants. Each submittal to the City shall be organized by discipline and shall be thoroughly crosschecked to avoid conflicts between Consultant and subconsultant documents. Vague references to project requirements on other discipline's plans shall not be permitted. Where references to others' plans are necessary for direction, reference notes shall specifically state the drawing number or specification section, as appropriate. It shall be the Consultant's responsibility to advise each subconsultant of this requirement.
- 100.6.7** The professional services to be rendered by the Consultant under this Agreement shall be in conformance with applicable federal, state and local statutes, acts, rules, codes, ordinances, laws and regulations. These include but are not limited to the Americans with Disabilities Act (ADA) guidelines and requirements including conformance to any ADA provisions and guidelines that have been issued in "final form" regardless of their adoption by the Department of Justice, municipal ordinances, and any other applicable Federal, state and local acts, rules, laws or regulations.
- 100.6.8** All work, including but not limited to drawings, specifications, and calculations, shall be provided by the Consultant for each and every part of the Project. When complying with NRS 338.140 by listing multiple manufacturers in the specifications, the Consultant shall review options with the City and select the most available, standard, or economical manufacturer's model to fully engineer and include in the bid documents. Should the contractor propose one of the other manufacturers listed in the specifications after award, the cost of the other listed manufacturer's affect on the documents and the construction shall be borne by the contractor, except that the Consultant shall have the duty to cooperate with the contractor in reviewing the proposal for design compliance (including the contractor provided structural calculations) and providing revisions to the Consultant's documents as required to accommodate the proposed change. Such revisions to the Consultant's documents may be an Additional Service, which shall be approved in writing by the City prior to the Consultant making any revisions and charged to the contractor by change order.
- 100.6.9** The Consultant acknowledges the City's requirement to incorporate the City's "Instructions to Bidders", "General Conditions" and "Division One", incorporated herein by reference, into the Contract Documents prepared for bidding for the Project covered by this Agreement. The Consultant further agrees to perform in accordance with the obligations stated in these referenced documents and agrees to include this provision in all sub-consultant contracts. The Consultant acknowledges familiarity with the City's standard format, terms and conditions of these documents and that such document examples were made available to the Consultant upon request, prior to signing this Agreement.
- 100.6.10** The City's approval of any documents or services furnished by the Consultant shall not in any way relieve the Consultant of responsibility for the professional and technical accuracy of its documents or services. The City's review, approval, acceptance or payment for any of the Consultant's services shall not be construed to operate as a waiver of any rights enjoyed by the City under this Agreement or of any cause of action arising out of the performance of this Agreement. The Consultant shall remain liable in accordance with the terms of this Agreement and applicable law for the damages to the City caused by the Consultant's negligent act or omission committed in the performance of this Agreement.
- 100.6.11 Plan and Special Provision Production and Submission**
- 100.6.11.1** All Drawings shall be prepared using AutoDesk's AutoCAD Release 2004 or newer release in accordance with industry accepted standards. Specifications shall be prepared in City standard format using the software program Microsoft Word 2000 or newer release. The use of any other software for drawings or specifications production requires prior written approval from the City's Representative.

100.6.11.2 All drawing submittals, except the final submittal, submitted by the Consultant will be printed on white bond paper. The final construction drawings will be printed on 4 mil, double matte mylar. All full size reproducible copies will be on 24" x 36" sheets (with 22" x 34" border) and all half size reproducible copies shall be on 11"x17" sheets (representing true half size of the full size plans). **Plans that do not meet these requirements will not be accepted.**

100.6.11.3 Special Provision format will follow the City standard provided to the Consultant. Special Provisions shall be stamped and signed by the appropriate design professional. **Special Provisions that do not meet these requirements will not be accepted.**

100.6.11.4 Within five business days of each hard copy design submittal, the Consultant will submit electronic files of the AutoCAD files, including drawings and data files, and an Adobe Portable Document Format (PDF) file, 11"x17" print size, for each plan sheet submitted. In addition, the Consultant will submit electronic files of the Special Provisions in Microsoft Word format and one comprehensive Adobe PDF file, with appropriate formatting, of the entire set of Special Provisions. All electronic files shall be submitted on either a CD-ROM or a DVD disk that can be read by any industry standard hardware. **If electronic files are not submitted within five business days of the hard copy design submittal, the City will consider the design submittal incomplete and may reject the submittal in its entirety. If rejected all costs for the resubmittal shall be borne by the Consultant.**

100.6.11.5 Prior to any electronic submittal, the Consultant shall, using commercially available software with current virus definitions, certify that electronic submittals are free of electronic "viruses", "worms", "Trojan horses", and other programs or data stored on the host computer or the electronic submittal. Should the City choose to check incoming electronic submittals for such afflictions, utilizing commercially available software and at the first indication of such an affliction, the entire electronic submittal will be considered unacceptable and will be returned to the Consultant. The Consultant shall remove the unwanted programs or data and further verify the integrity of the electronic submittal. The Consultant shall bear the expense of correction, checking and re-submittal and shall not be released from submittal requirements.

100.6.12 Cost Estimates

100.6.12.1 The Consultant shall prepare and provide a detailed Construction Cost Estimate with each submittal. The cost estimate shall be prepared in City standard format using the software program Microsoft Excel 2000 or newer release. The Consultant will provide unit costs, quantities and other estimating parameters for each component or work, reflecting current market conditions and costs. The Consultant will reconcile each successive estimate to the one provided at the preceding submittal. The Consultant shall incorporate appropriate contingencies based on the completed level of design. **If the cost estimate is not included in the design submittal, the City will consider the design submittal incomplete and may reject the submittal in its entirety. If rejected all costs for the resubmittal shall be borne by the Consultant.**

100.6.13 Construction Change Orders

The City has a formal construction contract change order approval process. Proposed change orders are negotiated and reviewed by City Engineering and Construction Management staff (and the construction management consultant when one has been retained). Change orders are then reviewed for approval by the City Change Order Committee. Part of that approval process will be checking a box on the Change Order Tracking Form indicating the reason for the change order based on information available to the committee at that time. If the change order appears to relate to a consultant design deficiency then either the Reason Code box "E&O Value" or "E&O No Value" will be checked. "E&O" value will be checked if it appears the apparent design deficiency results in added cost to the project but all, or a substantial part, of that cost would have been incurred in the original bid if the deficiency did not exist. "E&O No Value" will be checked if it appears that little or no cost to the project would have occurred if the deficiency did not exist. The City may use this data, as well as any other relevant data, in exercising its rights under this agreement to seek compensation for Consultant errors and omissions.

The City will make reasonable efforts to copy all approved change orders (with the tracking form included) and construction change directives to the consultant in order to provide the consultant an opportunity to prevent similar instances from occurring on future projects, to allow the consultant to review the potential for similar instances to occur during the progress of this project (and to work with City and Contractor to minimize the potential for future financial impacts when possible regardless of the reason code box checked) and to give advance notice to Consultant to prepare for potential financial impacts to the Consultant and/or for the Consultant to provide documentation to the City as whether the appropriate reason code box has been checked.

There may, at times, be a benefit for the consultant to review change orders or construction change directives prior to final negotiation and approval. This could provide the consultant with an opportunity, prior to finalization, to determine that a proposed change order or construction change directive may be excessively priced, not a legitimate change in the scope of the Contractor's work, outside of the Consultant's scope of work, detrimental to the Consultant's design, uncoordinated with the Construction Documents, potentially harmful to public safety, or a violation of codes, laws and regulations. Therefore the City will make reasonable efforts to notify the consultant of possible change orders or construction change directives prior to final negotiation and approval. And to, when appropriate, request the

consultant to sign acknowledgement and concurrence on the final change order or construction change directive or to make formal revisions to the plans and/or specifications. However, given time constraints and the need to limit Contractor delay claims (that can often quickly exceed the cost of the change order), advance notice to the consultant is not always possible or practical. And, in fact, potential change order work, including force account work, is sometimes allowed to proceed prior to any change order being drafted or reason code applied by City.

100.6.14 The Consultant shall be responsible for performing all work necessary to complete the following schedule of work, more fully described in the following sections:

Upon written agreement with both parties an intermediate design submittal may be changed in definition of percentage complete without change to the basic service fee amounts (for example changing the 70% submittal to a 50% submittal). The written agreement would detail any resulting change in billing schedule. Should an additional submittal be requested by the City (for example adding a 50% submittal in addition to a 30% and a 90% submittal) this work would be paid for in accordance with Section 3.01, 3.02 and 7.02 of this Agreement.

100.6.14.1 Article 200 – Preliminary and General Items

100.6.14.2 Article 300 – 30% Design Phase

100.6.14.3 Article 400 – 70% Design Phase

100.6.14.4 Article 500 – 90% Design Phase

100.6.14.5 Article 600 – 100% Design Phase

100.6.14.6 Article 700 – Not Used

100.6.14.7 Article 800 – Not Used

100.6.14.8 Article 900 – Not Used

100.7 Responsibilities of the City

100.7.1 The City shall be responsible for the following:

100.7.1.1 Shall furnish a copy to, or make available for examination or use by, without a fee, the Consultant, any documents and data which the City has available including, reports, maps, plans, specifications, surveys, records, ordinances, codes, regulations, other documents related to the services required under this Agreement. The City shall assist the Consultant in obtaining data and documents from public agencies and from private citizens and business firms whenever the City determines that such material is necessary for the completion of the services required by this Agreement.

100.7.1.2 Access arrangements for the Consultant to enter upon City owned property as required to perform their services.

100.7.1.3 Acquire any property, authorizations to enter property, easements, or other project rights required to construct the Project.

100.7.1.4 Provide and conduct bidding activities, including printing and distribution of bid and construction documents, except as specifically required to be provided by the Consultant in this Scope of Work.

100.7.2 The City's Review Process

100.7.2.1 Upon receipt of any documents furnished by the Consultant, the City Representative shall conduct a preliminary review of such documents and determine whether the documents comply with the scope of the Project. After the preliminary review, if the City Representative determines that the documents are insufficient, inadequate, or incomplete, the City shall notify the Consultant and request documents which are professionally complete and appropriate for each service phase submitted. The decision by the City Representative in this matter shall be final.

100.7.2.2 If the City Representative determines, after requesting the Consultant to provide corrected and professionally complete Phase submittals, that the documents remain insufficient, inadequate, or incomplete, the City may: (i) declare the Consultant in default, or (ii) demand a letter of explanation from the Consultant as to the reason the furnished documents are insufficient, inadequate or incomplete. If the City elects

the second option, the Consultant, at Consultant's own expense, shall furnish additional sets of all documents that are sufficient, adequate and complete in the discretion of the City Representative for review by the City. The Consultant, at Consultant's own expense, shall attend any meeting, whether formal or informal, including the City Council meeting when requested by City to explain the reason the Consultant presented inadequate, insufficient, or incomplete documents to the City, and the delay, if any, that such submittal and re-submittal may cause in completion of the Project.

100.7.2.3 The City's review period in the Project Schedule shall not begin until the City Representative determines that the documents presented by Consultant fully comply with the requirements. After the City Representative determines that the documents comply with such requirements, the City shall begin a review of the documents.

100.7.2.4 After the City reviews the documents, one or several set(s) of the documents shall be returned to the Consultant with comments and corrections noted thereon. The Consultant shall make the changes necessitated by the corrections or other comments into the documents, and return the correction set(s) with the corrected documents, together with written responses to the City's correction(s), comments(s), and change(s), which state the action taken and reason for such action for each item presented by the City. Consultant will scan the written comments and provide them to the City by an FTP site or on a CD.

ARTICLE 200: PRELIMINARY AND GENERAL ITEMS

200.1 Project Management

200.1.1 Project management will include work necessary for communication and completion of the project tasks on time and within budget. The Consultant's Project Manager or their primary duties will not be reassigned without the written consent of the City's Project Manager. The Consultant's staff will have the training and expertise necessary for the work tasks to which they are assigned.

200.1.2 The Consultant will provide invoices in the standard format provided by the City's Representative. Invoices will be accompanied by a cover letter explaining the general status of the project, including at a minimum the work completed to date, the anticipated remaining efforts and required schedule changes; progress report form; supporting data for direct expenses (when specified expenses are allowed per Exhibit D, herein); and an updated project status report reflecting Scope of Work activities identified by the City Representative.

200.1.3 On a weekly basis, or a time frame approved by the City's Representative, the Consultant's Project Manager will update the City Representative with regards to the status of the project schedule, budget and general status/progress. This task is in addition to Design Progress Meetings and may be performed in a phone, email or mailed correspondence as approved by the City Representative.

200.2 Kick-Off Meeting and Design Progress Meetings

200.2.1 Consultant shall prepare an agenda and schedule and attend a kick-off meeting with the City and other agencies as required within ten calendar days of the issuance of the Notice to Proceed. This meeting will be held to review the scope of work, discuss data and information provided by the City, review the project schedule (prepared by the Consultant using Microsoft Project or software approved by the City's Representative), introduce key personnel, establish lines of communications and clarify the City's and other government agency requirements for the Project, and identify any missing data and information necessary to proceed with the Project. Within five business days following the kick-off meeting, the Consultant will prepare and distribute draft meeting minutes to the City's Project Manager and meeting attendees (an e-mail to the City's Representative of the draft minutes is acceptable). The Consultant shall prepare and distribute final meeting minutes after the draft meeting minutes are approved by the City's Representative.

200.2.2 **Deliverables:** Project Kick-Off Meeting Agenda, Preliminary project schedule and copies for distribution at Kick-Off Meeting; Project Kick-Off Meeting Minutes.

200.2.3 Consultant shall attend approximately twenty (20) progress/coordination meetings to be held with the City, other relevant agencies and utility companies. Design Progress meetings shall be conducted on a monthly basis, or a time frame approved by the City's Representative, at the City's offices and will be attended by the Consultant's Project Manager, Project Engineer and other key personnel as determined to be necessary. Consultant shall prepare an agenda for each of the progress meetings. Within five business days following the progress/coordination meeting, Consultant shall prepare and distribute draft meeting minutes to the City's Representative and meeting attendees (an email to the City's Project Manager and meeting attendees of the draft minutes is acceptable). The Consultant shall prepare and distribute final meeting minutes after the draft meeting minutes are approved by the City's Representative and after receipt of comments from all meeting attendees.

200.2.4 **Deliverables:** Design Progress Meeting Agenda and copies for distribution at Design Progress Meetings; Design Progress Meeting Minutes.

200.3 Utility and Agency Coordination

200.3.1 Consultant shall coordinate with all utilities and agencies having facilities within the limits of or adjacent to the Project throughout the duration of the project, this includes attendance to all related meetings. The Consultant will contact the utility companies and other governmental agencies early in the project to obtain information relating to the location, size and type of facilities owned by that Utility. Existing utilities shown on base mapping will be submitted to the utility companies by the Consultant to verify size and location. The Consultant shall determine the need to perform utility potholes to locate existing utilities that may interfere with the proposed improvements. The Consultant shall coordinate meetings with the affected utilities for timely resolutions to the utility conflicts. Refer to Section 300.4, Utility Potholing, or potholing requirements per this Contract.

200.3.1.1 Clark County Regional Flood Control District ("CCRFCD")

200.3.1.2 Clark County Department of Public Works

200.3.1.3 City of Las Vegas departments, including but not limited to, Fire Services, Flood Control, Parks, Collection System Planning, Traffic Engineering, Field Operations, and Land Development

200.3.1.4 Both City of Las Vegas Capital Project Management teams designing Rancho Capacity Improvements south of Decatur Boulevard to US95

200.3.1.5 Las Vegas Valley Water District ("LVVWD") and Southern Nevada Water Authority ("SNWA")

200.3.1.6 Freeway and Arterial System of Transportation ("FAST")

200.3.1.7 Utility providers, including but not limited to, Nevada Energy Transmission and Distribution, Century Link, Cox Communications, Southwest Gas Corporation, AT&T Fiber Optic Cable, American Fiber Systems (AFS)

200.3.1.8 Nevada Department of Transportation ("NDOT")

200.3.1.9 The City of North Las Vegas and

200.3.1.10 Other local and state agencies as required.

200.3.2 The Consultant shall prepare a utility conflict schedule and pothole plan to advise the City's Representative of any utility conflicts, coordinate utility requests for information, monitor status of proposed utility projects within the projects limits and meet as required with utility companies to resolve conflicts. Major utility relocation design plans may be required. Unless otherwise mentioned in this scope of services, major utility relocations will be paid for separately under Additional Services Tasks upon separate authorization by the City.

200.3.2.1 Preparation of minor utility relocation plans, by the Consultant and coordination for incorporation of those prepared by the Utility Companies themselves that were anticipated by the Consultant, or reasonably should have been, at the time of this agreement shall be considered incidental to this task and no other applicable design tasks.

200.3.2.2 Coordination with utilities, incorporation of utility plans, and preparation of designs by the Consultant in relation to new services, connections for City facilities (such as power service for street lights and traffic signals and water hookups for City irrigation lines) that were anticipated by the Consultant, or reasonably should have been, at the time of this agreement shall be considered incidental to this task and no other applicable design tasks.

200.3.2.3 Nothing in this section shall be construed as preventing this Exhibit "A" from specifically detailing the Consultant's scope for anticipated minor utility relocations and/or new service connections with individual tasks identified and associated man hours and costs shown in Exhibit "D" when warranted.

200.3.3 The Consultant shall coordinate with the City of Las Vegas' Land Development Services Section for current projects, encroachment agreements, covenants running with the land and any other mapping that may have an impact on the project.

200.3.4 The Consultant shall submit design plans for review from the various utility companies for the 30%, 70%, 90% and Pre-Final submittals.

200.3.5 The Consultant shall submit design plans for review and obtain approval signatures from the various utility companies on final mylar prints prior to submitting to the City of Las Vegas.

- 200.3.6 Consultant shall notify the City of any required utility, application, permit and review fees, which will be paid for by the City.
- 200.3.7 The City's Representative shall give approval of documents prior to being submitted to any regulatory agency for permit review and approval.
- 200.3.8 City Engineer's Office is NOT A REGULATORY AUTHORITY. The Consultant does hereby acknowledge, understand and agree that the City Engineer's Office, acting as the City's representative for purposes of the Project, does not have any control, authority or influence over the decisions or requirements of other departments of the City acting in a regulatory capacity including, but not limited to, the Building Department, Fire Department, and Planning Department of the City of Las Vegas. The City's representative acts in a capacity similar to that of a representative working for a private property owner which is to ensure that the City receives a quality product, delivered on schedule, for a fair price. Furthermore, the City Engineer's Office does not speak or act for any regulatory authority, nor does any regulatory authority speak or act for the City Engineer's Office. The Consultant agrees that its relationship with the regulatory authorities having jurisdiction over the Project is separate from its relationship with the City, and that the Consultant's interaction with each regulatory authority is to be conducted without assistance from the City.
- 200.3.9 **Deliverables:** Utility and agency project coordination, utility and agency coordination meeting agendas & minutes, project plans to be sent to the utility companies at each design level (30%, 70%, 90% and 100%); and obtain final mylar drawing utility company approval signatures.

200.4 Project Permits

During the design process, the Consultant shall provide a permit matrix which will determine the permits needed for the Project. Consultant shall prepare all correspondence and permit applications as required by the regulating agencies and assist the City in obtaining required permits. Any required permit not contemplated in this scope of work will be paid for separately under Additional Services upon separate authorization by the City.

The following permits are anticipated for this project:

- NDOT Occupancy Permit – The consultant will have a crucial role in coordination between the City and the Nevada Department of Transportation (NDOT) regarding Occupancy Permit issues. The Consultant shall apply for and obtain all necessary NDOT Occupancy Permits, including any time extensions, as applicable.

- 200.4.1 **Deliverables:** One (1) Matrix of required permits updated at the 30%, 70% and 90% submittals; copies of correspondence with permit agencies; preparation of permit applications and response to comments necessary for permit approval.

200.5 Accommodation of Federal Construction Funding

- 200.5.1 **Perform research to determine available federal funding options and identify requirements and provide detailed information to the City to evaluate.** Prepare a summary matrix of required environmental documentation, permits, approvals, processes, forms and approvals that would have to be completed to utilize federal funding. If the City determines to move forward during design with any additional studies, reports or permits necessary for federal funding work will be paid for separately under Additional Services upon separate authorization by the City.

ARTICLE 300 : 30% DESIGN PHASE

300.1 Survey

- 300.1.1 **Control Survey.** Control surveys for the project will include aerial panels and establishing a ground coordinate system. The control survey will be tied to the City's established horizontal and vertical control network. Existing monuments within the project limits will be tied into this control network. Consultant will establish roadway alignments from control information found in the field and record information.
- 300.1.2 **Design Survey.** Aerial mapping and field design surveys will be used to develop engineering base sheets and digital terrain models (DTM). All aerial mapping and DTM will be produced from aeriels flown at an altitude to produce 1 inch to 40 feet horizontal scale with one-foot contour intervals per National Mapping Accuracy Standards. One-foot interval contours will be developed utilizing a digital terrain program and the aerial mapping. Topographic surveys of existing features will be completed in the field to supplement aerial mapping. Survey shall

extend 350 feet north of the project limits, 100 feet beyond the curb returns on minor intersecting streets, and 300 feet beyond the curb returns on major intersecting streets. Specifically these tasks shall include, but are not limited to, the following:

- 300.1.2.1 Research existing surveys, parcel maps, ownership records, and other records as necessary to obtain needed data in preparation of all existing rights-of-way and easements for control drawings. *Also included is work associated with resolving dual centerline issues as applicable.*
- 300.1.2.2 Set panel locations for control in obtaining aerial topography. Topographic mapping to be at 1" = 40' horizontal with a contour interval of 1-foot, based upon a published City benchmark
- 300.1.2.3 Establish both horizontal and vertical control for the Project including preparation of a horizontal control drawing sealed by a Nevada Professional Land Surveyor to identify, as a minimum, horizontal and vertical control points, Project alignment centerline indicating bearings, distances and control point coordinates
- 300.1.2.4 Establish Project coordinate system
- 300.1.2.5 All survey shall be in ground coordinates and tied to state plane coordinates (horizontal) and NAVD 88 (vertical) as determined by the most current adjustment of the City of Las Vegas Vertical Control Network.
- 300.1.2.6 Conduct field survey to identify and locate existing improvements as necessary to supplement aerial topography. Collect field survey data within the construction limits of the project, including but not limited to, existing edge of pavement, culvert and storm drain sizes and elevations, drop inlet locations, lengths and invert elevations, manhole lids and invert elevations, and gutter flow line, top of curb, back of sidewalk elevations, water valves, visible surface utilities including power pole location and diameter with guy wire location and pothole hubs. In areas where it is anticipated that storm drain construction will require full street reconstruction, obtain field survey shots at 50-foot intervals along the top of curbs and street centerline, plus shots at edges of driveways, transitions, and curb returns. Field survey shall extend a minimum of 100 feet for minor street intersections and 300 feet for major street intersections beyond curb returns of adjacent street. Survey shall extend 350 feet north of the project limits. Coordination with NDOT will be required to obtain construction drawings of the current construction project in Rancho Drive at Rainbow Boulevard.
- 300.1.2.7 The Consultant will coordinate any required private property access with the City's Representative.
- 300.1.3 Record of Survey. The Consultant shall provide a Record of Survey to be reviewed by City of Las Vegas' City Surveyor. City Surveyor must approve the Record of Survey prior to recordation with the Clark County Recorder. Research available record information, parcel maps, subdivision maps and records of survey to establish a record alignment of the Project. Use this record alignment as a basis to assist in locating existing monuments, during the field survey phase of this Project. **The City will not accept the 30% design submittal unless the Record of Survey is formally submitted and approved in writing by the City Surveyor.**
- 300.1.4 **Deliverables:** The Consultant shall submit three (3) copies of the Draft Record of Survey to the City. Consultant shall address City review comments and submit Final Record of Survey to the City prior to recordation. The Consultant shall record the final approved Record of Survey with the Clark County Recorder.

300.2 Right-of-Way

- 300.2.1 Consultant will gather and review right-of-way documentation from the Nevada Department of Transportation and the City, such as Right-of-Way Plats, Title Reports that are on file with the entity, Parcel Maps, Records of Survey, plats etc. and any other documentation necessary to identify and establish the right-of-way limits. Consultant will establish existing property lines and label all lots with the current owners name and Assessor's Parcel Number (APN). Consultant will identify any additional right-of-way to be acquired or easements to be granted. *Consultant will prepare right-of-way drawings for incorporation into the plan set that depicts existing rights-of-way and easements and proposed rights-of-way and easements.* Consultant shall coordinate with NDOT and the City's Right-of-Way Section in the preparation of a right-of-way property schedule (all rights to be obtained or vacated, easements, rights of entry, construction easements as well as current status of the City's acquisitions) and regularly review and reline this schedule as to current status in coordination with the City's Right-of-Way Section. Where existing property is to be disturbed by construction, Consultant shall prepare 8 1/2" X 11" exhibits showing the location of Authorization to Enter Property (AEP)/Temporary Construction Easement (TCE) areas and include the nature of the construction. For all AEPs, TCEs, easements or rights-of-way that must be acquired for either design condition, consultant may be asked to prepare legal descriptions with property maps showing topographic areas, easements and vesting by the City and will be paid for separately under Additional Services Tasks upon separate authorization by the City.

- 300.2.2** The City will provide all Title Reports for properties in which right-of-way or easements will be required for the Project and as needed to prepare the existing right-of-way map.
- 300.2.3** 30% Submittal. Consultant shall prepare two (2) right-of-way exhibits, one of Option A and one of Option B, at a legible scale that identify all existing right-of-way and easements, preliminary proposed right-of-way and easement acquisition and AEP/TCE's to be acquired; depict areas with color coding
- 300.2.4** 70% Submittal. Consultant shall prepare 24" x 36" exhibits that shall show all needed right-of-way, easements, AEP/TCE's, etc. for the 70% level. The Consultant shall update the right-of-way property schedule, outlined in 300.2.1, to create an acquisition status table showing parcel numbers, acquisition type, acquisition status, property owner and contact information which will become the "acquisition status table".
- 300.2.5** 90% Submittal. Consultant shall update the 24" x 36" exhibits to show the acquired right-of-way, easements and AEP/TCE's. The "acquisition status table" shall be updated and submitted to the City for review.
- 300.2.6** 100% Submittal. Consultant shall update the 24" x 36" exhibits to show the acquired right-of-way, easements and AEP/TCE's. The "acquisition status table" shall be updated and submitted to the City for review. Consultant shall clearly identify, in the acquisition table, any right-of-way, easements or AEP/TCE's that have not been acquired and an explanation for not having acquired the right-of-way, easement or AEP/TCE's.
- 300.2.7** Prior to Bid. Prior to bid the Consultant shall cross check the right-of-way map verses the acquisition table and provide a letter summarizing the result of the check and identifying any right-of-way, easements or AEP/TCE's not yet acquired.
- 300.2.8** Right-of-Way Acquisition. The Consultant shall assist the City with the acquisition of right-of-way for design Option A. Right-of-Way acquisition for design Option B will be paid for under additional services.
- 300.2.9** Federal Process of Right-of-Way Setting. This task, if required, will be paid for under additional services for either design option.
- 300.2.10** Deliverables: Deliverables are as described in sections 300.2.1 – 300.2.6
- 300.3** **Records Review, Information Research and Analysis of Data**
- 300.3.1** Consultant shall review data and information from the City including assessor's maps, parcel maps, improvement plans, drainage studies, utility plans, geotechnical studies, aerial topographic mapping and land development mapping currently being processed by the City which will likely affect the Project. Consultant shall provide ongoing supplemental research of public records during Project development.
- 300.3.2** The Consultant will review all data collected to determine impact/significance with regard to the Project and incorporate useful information into the Project documents. The Consultant will also identify deficiencies in the data collected and make recommendations for additional information needed for the successful completion of the project.
- 300.3.3** The Consultant will conduct field investigations, as necessary during the length of the project, to determine the location of collection facilities, establishment of problem flooding areas, existing drainage facilities, utilities, street improvements and other appurtenant items that may help in the development of the Project design. The Consultant will take pictures during the field investigation to document field conditions throughout the Project.
- 300.4** **Utility Potholing**
- 300.4.1** Utility Potholing work for the Project shall include gathering horizontal and vertical location information (potholing) on subsurface utilities that may be in conflict with the Project improvements. A total of fifty (50) potholes are anticipated to be performed for this Project in order to complete the 30% design of option A and B. This task shall include the refinement of the utility conflict information, identification of utility relocation by others and incorporate subsurface utility engineering into the Contract Drawings. Potholes will be surveyed for horizontal location and shown on the plans. Patching of potholes will meet City of Las Vegas and NDOT (if applicable) requirements, including hot patches, polymer bag mix or concrete plug. No cold patches will be utilized. Additional potholing may be required after the 30% submittal and selection of a design option. Additional potholing will be paid for under additional services.
- 300.4.2** For utilities that are concrete encased, Consultant will require the pothole sub-consultant to perform two potholes: one to identify the top of the encasement and one to identify the bottom of the encasement. The two potholes will be performed on either side of the encasement to determine the width of the encasement.

300.4.3 Consultant shall provide full-time inspection during the pothole process to confirm that the sub-consultant has accurately located and correctly identified the utilities to be investigated.

300.4.4 **Deliverables:** One (1) Matrix of utility conflicts and summary updated at the 70% and 90% submittals.

300.5 **Geotechnical Investigation** - Consultant shall provide geotechnical services to include research, field investigation, material testing, and analysis to develop geotechnical recommendations for the design and reconstruction of the existing roadway.

300.5.1 It is anticipated that the Geotechnical Investigation Report(s) may include, but is not limited to the following:

- Review pertinent background data, including in-house geotechnical data, readily available geotechnical reports, stereoscopic aerial photographs, published geologic maps, soils data, and literature.
- Perform a site reconnaissance along the subject road alignments to evaluate the existing pavement conditions. Areas that exhibit significant pavement deterioration and cracking will be documented. Pavement cores will be taken at 300 to 500 foot centers to determine the actual existing pavement section(s) and substantiate the pavement rehabilitation or replacement recommendations.
- For field geotechnical investigations, a traffic control plan shall be formulated and submitted to the City for approval. Proper signage and barricading will be implemented for field studies.
- Boring depths shall be taken at 20-foot minimum depth. Laboratory testing on samples will be performed.
- Identify the corrosive characteristics of the soil.
- Locate ground water elevations at each of the borings if the groundwater level is above the bottom of the boring;
- Identify caliche and cemented soil deposits depth and make recommendations for excavation methods.
- Provide geotechnical recommendations for use in design of foundations, including allowable bearing capacity, passive pressure, coefficient of friction and estimated settlements, lateral resistance of the soil, recommendations for lateral support, excavated slope stability and data on excavated materials encountered and groundwater levels.
- Make recommendations for pavement sections, excavation and backfill requirements for bedding, pipe zone, trench backfill, asphalt pavement resurfacing and fill placement, suitability of existing soils for use as backfill materials and asphalt pavement. Where possible, maintain existing pavement structural section and limit recommendations to mill and overlay. Due to the variability of the soils expected to be encountered on the project site, and the existing site conditions, multiple pavement recommendations are anticipated. Make recommendation for cut/fill slopes and percent shrinkage for embankment.
- Make recommendations for type of cement for concrete in contact with onsite soils, structural recommendations, and other conditions applicable to the Project.
- Preparation of a hydro-geological report and groundwater samples with monitoring wells in areas where shallow groundwater is discovered may be necessary and will be considered an Additional Service.
- Make recommendation for trench patching.

300.5.2 The Consultant shall prepare a written report presenting the findings, conclusions, and geotechnical recommendations for the design and construction of the proposed improvements, including recommendations regarding pavement section thickness based on AASHTO design criteria, structural bearing capacity, earthwork and backfill requirements.

300.5.3 It is understood that the City may make and distribute copies of reports and boring logs as necessary in connection with the Project without incurring obligation for additional compensation.

300.5.4 **Deliverables:** The Consultant shall provide seven (7) bound copies of the draft and the final Geotechnical Investigation Reports to the City's Representative for review and one bound copy of the draft and the final Geotechnical Investigation Reports to the RTC.

300.6 30% Design Phase Plans

300.6.1 Consultant shall prepare 30% plans and construction cost estimates for the following 2 design concepts (deviations are anticipated based upon research):

Option A – Design provides 3 lanes in each direction with possible addition of transit/right turn lanes wherever feasible from a reasonable cost/benefit standpoint; construction of all incomplete street segments (i.e. complete the sawtooths and missing sidewalk, curb, gutter, streetlights); this option assumes much of the existing curb line will be able to remain in place along with existing sidewalk except that the sidewalk will be widened to 10' where right-of-way is available or where sidewalk easements would appear feasible; upgrade existing/design all new ramps and pedestrian paths to meet ADA requirements and provide 48-inch

minimum clearance between obstructions; design at least a bus turnout for all existing bus stops; provide a design that maintains all existing right turn lanes and dual left turn lanes at intersections; new streetlights throughout (Centennial Standard) with new conduit, cable, pullboxes wherever necessary; replace existing traffic signal components wherever the new design warrants due to ADA improvement, widening, or lane layout changes; all median islands shall be enhanced to include beautification elements within all median 4' wide or greater and narrower median will be concrete fill; provide complete mill, overlay, and restripe/resigning of entire corridor and provide full depth removal/replacement of AC pavement where necessary; and sewer rehabilitation.

Option B – Design to match the concept "Complete Street Cross-Section" provided that includes 3 lanes in each direction and a 4th outside dedicated transit/continuous right turn lane; assume replacement/reconfiguration of all existing median islands; widening of existing sidewalk to 10' width or reconstruction of curb and gutter and replacement with new 10-foot wide sidewalk/amenity zone; new improvements and upgrades to all ramps and pedestrian paths to meet ADA requirements and provide 48-inch minimum clearance between obstructions; provide a design that retains dual lefts wherever they currently exist at intersections; new streetlights throughout (Centennial Standard); assumes full replacement of all existing traffic signals with new infrastructure; new medians to include beautification elements within all median 4' or wider; provide complete mill, overlay, restripe/resigning of entire corridor and include full depth removal/replacement of AC pavement where necessary; reconstruction of existing driveways and parking lots to accommodate new curb line; sewer rehabilitation; retaining walls.

300.6.2 Additional Traffic Improvements - Consultant shall provide analysis, calculations and layout for the following traffic improvements:

- Craig Road/Rancho Drive Intersection: Add an exclusive right turn lane eastbound with the transition starting just east of Torrey Pines. Add an exclusive right turn lane westbound, starting the transition just west of the Smith's driveway. Add eastbound far side bus turnout. Increase the left turn storage eastbound by modifying existing median about 100' further west to create more dual left turn storage.
- Cheyenne Avenue/Rancho Drive Intersection: Add bus turnouts eastbound and westbound. Add a westbound exclusive right turn lane and an eastbound exclusive right turn lane.
- Consultant shall provide design for signal undergrounds for 2 locations to be determined. The "signal underground plan" will include pullboxes, and a conduit ring.
- Consultant shall provide the design of "up to" 4 new "worm median islands". The locations will be determined after discussions with NDOT Safety staff during the preliminary design phase.
- Upgrade all existing streetlight and traffic signal service points that are currently pole mounted to 200 amp pad mount services.
- Provide FAST Interconnect upgrades/modifications as may be needed to maintain the new "Rancho ITS Improvements", which is expected to be existing at the time of construction.

300.6.3 Landscape Architectural Design – Consultant shall provide design by a licensed landscape architect to provide design concepts and final design for median hardscape and tree placement and spacing in amenity zone. This task includes tree type selection, all necessary irrigation design, and coordination with civil improvements.

300.6.4 Technical Drainage Report. The Consultant shall prepare a Draft Technical Drainage Study with recommendations, for both design options, in accordance with CCRFCD Hydrologic Criteria and Drainage Design Manual (HCDDM) and NDOT's Drainage Design Manual. The Consultant shall collect and review all previous studies and data pertaining to the project and perform a field review and evaluation of existing drainage facilities. The Consultant shall coordinate with NDOT Hydraulics Section and City of Las Vegas Public Works on the criteria and methodology to be used for the drainage analysis. The Technical Drainage Report shall incorporate the following information:

- Hydrologic models using HEC-1 to establish flows for both the "existing right-of-way design" and the "ultimate 120-foot right-of-way design" condition.
- A hydraulic model for the existing and proposed conveyance facilities using HEC-RAS, WSPG or other appropriate engineering software. The hydraulic models shall include hydraulic grade line, energy grade line, flow velocity and depth and other pertinent hydraulic parameters for the main storm drain line and laterals.
- Drop inlet sizing calculations.
- Provide complete Storm Drain Plan (including lateral plan and profiles) and Storm Drain Details.
- Flow split analysis at project intersections.
- Review of existing flood zones relative to proposed roadway and storm drain improvements.

- 10-year and dry lane hydraulic analysis to determine the facility sizing and to determine the RTC costs.
- CLOMR/LOMR, if required will be paid for under additional services.

Incorporate the location, depth of pipe, approximate slopes and inlet locations for storm drain requirements based on the results of the hydrologic review and hydraulic analysis into the Draft Technical Drainage Report.

300.6.4.1 Deliverables: Submit six (6) copies of the Draft Technical Drainage Reports with recommendations to the City and two (2) copies of the Draft Technical Drainage Report to NDOT. Submit one (1) copy of the Draft Technical Drainage Report with recommendations to the CCRFCD for concurrence.

300.6.5 Sewer Rehabilitation Analysis - Work includes approximately analysis of 900 feet of 24-inch sewer, 1300 feet of 21-inch sewer and 1250 feet of 15-inch sewer. Generally the sewer lines are located within Rancho Drive between Craig Road and Gowan Road. The rehabilitation of approximately 12 sewer manholes is also included. At the 30% design level, Consultant shall review condition assessment reports, evaluate rehabilitation options, and make recommendations for final design.

300.6.6 The 30% plans are to be prepared for the limits and configurations as agreed on and directed by the City of Las Vegas. The north arrow on all plan sheets shall point to the top or right side unless otherwise approved by the City. The plan and profile sheets shall be at 1" = 40' scale (or other scale as directed or approved by the Engineer) and appropriate vertical scale with stationing from left to right. All lettering shall be of sufficient size and clarity to permit easy reading when reduced to one-half (1/2) scale.

The 30% submittal will include, but is not limited to, the following for both design options A and B:

- Permit Matrix
- Record of Survey with approval from City Surveyor
- Right-of-Way Exhibit
- Utility Conflicts Matrix and Summary
- Draft Technical Drainage Study
- Draft Geotechnical Data Report Note, if a Hydrogeologic Report becomes necessary it will be paid for under additional services.
- 30% Design Phase Plans
- Identification of sewer rehabilitation work
- Alternatives analysis for design options A and B with recommendations
- 30% Construction Cost Estimate

The 30% submittal will culminate with a presentation of the alternatives to the City. The presentation will identify:

- The design criteria utilized
- A summary of the data collected
- Available right-of-way
- Drainage recommendations
- Permit requirements
- A summary of the two options including all recommended improvements
- A preliminary engineers estimate of construction costs for each option
- Funding options
- Recommendations for final design

300.6.7 Deliverables: Submit fifteen (15) copies of the half scale plans (11" x 17") and two (2) copies of full size plans (24" x 36") to the City; Submit one (1) full size set and two (2) half size sets of the 30% Design Plans to the RTC and NDOT. Submit copies of 30% Option A plans to utilities (size determined by each individual Utility Company) as necessary for review by the utility companies. The Consultant will provide a distribution list. Presentation of results.

300.7 30% Design Phase Construction Cost Estimate - a Preliminary construction cost estimate shall be prepared by the Consultant for the 30% submittal for both options.

300.7.1 Deliverables: Submit a 30% cost estimate to the City in both hard copy and electronic format (excel spreadsheet, pdf format will not be accepted); Submit two (2) copies of the 30% cost estimate to the RTC and NDOT.

- 300.8 All subsequent submittals shall be based on Option A. If design Option B is selected, subsequent design submittals shall be paid for under additional services.

ARTICLE 400: 70% DESIGN PHASE

400.1 70% Design Phase Submittal – Option A

- 400.1.1 Technical Drainage Report Final.** The Consultant shall incorporate comments from the Draft Technical Drainage Report for Option a and incorporate them into a final submittal.

The Consultant shall compile all comments and written responses to comments along with all final design information, calculations and models and include in a stand-alone Final Technical Drainage Report to be used as a record for the basis of design for the project for Option A. The Final Technical Drainage Report shall include all information included in the Technical Drainage Report and all associated revisions made as applicable. This report will also include any information, calculations or models that were revised since the Initial Technical Drainage Report was submitted. The Consultant will provide a complete electronic submittal of the Final Technical Drainage Report with all associated input & output files, calculations and all associated revisions made as applicable.

- 400.1.2 Deliverables:** Submit six (6) copies of the Final Technical Drainage Reports with recommendations to the City and two (2) copies of the Final Technical Drainage Report to RTC and NDOT. Submit one (1) copy of the Final Technical Drainage Report with recommendations to the CCRFCD for concurrence.

- 400.2 Sewer Rehabilitation** – Work includes approximately 900 feet of 24-inch sewer, 1300 feet of 21-inch sewer and 1250 feet of 15-inch sewer. Generally the sewer lines are located within Rancho Drive between Craig Road and Gowan Road. The rehabilitation of approximately 12 sewer manholes is also needed.

- 400.3.1 70% Design Phase Plans** – This submittal will include further refinement of 30% Design Phase Submittal and response to comments. Plans shall be identified with the level of design with Engineer's seal in accordance with NRS 625. The 70% plans shall include, but not limited to, the following:

- 400.3.1.1** City Standard Cover Sheet identifying Project Participants

- 400.3.1.2** Note sheet with plan index, vicinity map, benchmark, and basis of bearings

- 400.3.1.3** Notes Sheet with General Notes, LVVWD Notes, and City of Las Vegas Sewer, Traffic, Grading, Fire Department, Street Lighting, and Encroachment Permit Notes

- 400.3.1.4** Abbreviations and Symbols

- 400.3.1.5** Survey Control Plan identifying project limits, horizontal control for centerline and rights-of-way, monumentation and sheet index

- 400.3.1.6** Horizontal control for centerline and right-of-way with monumentation plan

- 400.3.1.7** Recorded Record of Survey as part of Horizontal Control Plan (to be included in all submittals hereafter as well)

- 400.3.1.8** Sheet Index with key map

- 400.3.1.9** Typical Cross Section Sheets

- 400.3.1.10** Removal Plans

- 400.3.1.11** Roadway Plan and Profiles

- 400.3.1.12** Construction Details

- 400.3.1.13** Storm Drain Plan and Profiles (including lateral plan and profiles)

- 400.3.1.14** Storm Drain Details

- 400.3.1.15** Sewer Rehabilitation Details

- 400.3.1.16** Utility Plans

- 400.3.1.17** Traffic Striping and Signing Plans

- 400.3.1.18** Traffic Lighting Plans

- 400.3.1.19** Traffic Signal Plans

- 400.3.1.20** Structural Drawings

- 400.3.1.21** Special Details as required for the Project

- 400.3.1.22** FAST Interconnect Plans

- 400.3.1.23 Deliverables:** Response to comments; Submit fifteen (15) copies of the half scale plans (11" x 17") and two (2) copies of full size plans (24" x 36") to the City; Submit one (1) full size set and two (2) half size sets of the 70% Design Plans to the RTC and NDOT. Submit copies of 70% Plans to utilities (size determined by each individual Utility Company) as necessary for review by the utility companies. The Consultant will provide a distribution list.

- 400.4.1** 70% Design Phase Construction Cost Estimate - a Project cost estimate broken out by funding source, bid item, and plan sheet shall be prepared by the Consultant. The cost estimate breakdown by funding source may include, but is not limited to, the following: RTC (may require further breakdown within this category, i.e. RTC-Q10, RTC-Arterial Restoration Fund, etc.), CCRFCD, CLV Sanitation, CLV Municipal Arts Fund.
- 400.4.2** **Deliverables:** Submit the 70% cost estimate by funding source to the City in both hard copy and electronic format (excel spreadsheet, pdf format will not be accepted); Submit two (2) copies of the 70% cost estimate to the RTC and NDOT.
- 400.5.1** 70% Design Phase Special Provisions - The Project Special Provisions shall be submitted utilizing the City's standard boilerplate one-line set of Special Provisions provided. The Project Special Provisions shall use the same format as the *Uniform Standard Specifications for Public Works' Construction Off-Site Improvements Clark County Area Nevada*. All items of construction shown on the 70% Project Plans shall be represented in the Special Provisions as bid items utilizing the corresponding related specification section's nomenclature. The applicable items shall be described for the method of "Measurement" and "Payment" subsection for each section. Do not modify the City's format without prior approval by the City.
- 400.5.2** **Deliverables:** Submit ten(10) copies of the bound Special Provisions to the City; Submit two (2) copies of the bound Special Provisions to RTC and NDOT.
- 400.6.1** 70% Walk Through - At the direction of the City, Consultant shall schedule a walkthrough of the Project with City of Las Vegas personnel and other stakeholders (as determined by the City) during the 70% Design Phase period. The Consultant will note any changes or adjustments to the plans as needed to fit field conditions and incorporate these changes into the 70% submittal.
- 400.6.2** **Deliverables:** The Consultant shall submit a walk though Memorandum to the City's Representative to document field observations.

ARTICLE 500: 90% DESIGN PHASE

500.1 90% Design Phase Submittal – Option A

- 500.1.1** 90% Design Phase Plans – This submittal will include further refinement of the 70% plans (including any necessary structural details) to reflect 90% completion and response to comments. The 90% plans shall include all the utility conflicts and the resolutions. The 90% plans shall include project quantity tables broken down by individual plan sheet. The 90% plans shall include construction and right-of-way lines and all encroachments onto private property with proposed improvements. The owners name, property address and assessor parcel number shall be shown.
- 500.1.2** **Deliverables:** Response to comments; Submit fifteen (15) copies of the half scale plans (11" x 17") and two (2) copies of full size plans (24" x 36") to the City; Submit one (1) full size set and two (2) half size sets of the 90% Design Plans to the RTC and NDOT. Submit copies of 90% Plans to utilities (size determined by each individual Utility Company) as necessary for review by the utility companies. The Consultant will provide a distribution list.
- 500.2.1** 90% Design Phase Construction Cost Estimate - a Project cost estimate broken out by funding source, bid item, and plan sheet shall be prepared by the Consultant. The cost estimate breakdown by funding source may include, but is not limited to, the following: RTC (may require further breakdown within this category, i.e. RTC-Q10, RTC-Arterial Restoration Fund, etc.), CCRFCD, CLV Sanitation, CLV Municipal Arts Fund.
- 500.2.2** **Deliverables:** Submit the 90% cost estimate by funding source to the City in both hard copy and electronic format (excel spreadsheet, pdf format will not be accepted); Submit two (2) copies of the 90% cost estimate to RTC and NDOT.
- 500.3.1** 90% Design Phase Special Provisions - The Project Special Provisions shall be submitted utilizing the City's standard boilerplate one-line set of Special Provisions provided. The Project Special Provisions shall use the same format as the *Uniform Standard Specifications for Public Works' Construction Off-Site Improvements Clark County Area Nevada*. All items of construction shown on the 90% Project Plans shall be represented in the Special Provisions as bid items utilizing the corresponding related specification section's nomenclature. The applicable items shall be described for the method of "Measurement" and "Payment" subsection for each section. Do not modify the City's format without prior approval by the City.

- 500.3.2 **Deliverables:** Submit ten (10) copies of the bound Special Provisions to the City; Submit two (2) copies of the bound Special Provisions to RTC and NDOT.
- 500.4.1 90% Walk Through - At the direction of the City, Consultant shall schedule a walkthrough of the Project with City of Las Vegas personnel and other stakeholders (as determined by the City) during the 90% Design Phase period. An inventory of all items of work shown on the plans will be verified and compared to field conditions. The Consultant will note any changes or adjustments to the plans as needed to fit field conditions. The Consultant will note any changes or adjustments to the plans as needed to fit field conditions and incorporate these changes into the 100% Design Phase Submittal.
- 500.4.2 **Deliverables:** The Consultant shall submit a walk though Memorandum to the City's Representative to document field observations.
- 500.5.1 Bidability and Constructability (B&C) - Consultant shall coordinate with a City selected B&C consultant or City in-house B&C review team. The Consultant will provide the B&C consultant or in-house B&C review team with the 90% submittal and Final Design Report (and any other documents necessary to complete the B&C review). The City may also chose to provide the B&C consultant or in-house B&C review team with earlier submittals for review. Consultant shall attend meetings and respond to comments as required to resolve disagreements on B&C comments.
- 500.5.2 **Deliverables:** The Consultant shall attend one (1) meeting and prepare a comment and response matrix and incorporate any design changes warranted by the Bidability and Constructability review.
- 500.6.1 Public Meetings – Consultant shall attend and provide support to the City for three (3) public meetings and prepare graphic presentation materials, including 3 photographic renderings, and backup information as necessary.
- 500.6.2 **Deliverables:** Board attendance; backup materials; presentation materials.
- 500.7.1 The Consultant shall finalize all permit applications and submit all required permits to the appropriate agencies.

ARTICLE 600: 100% DESIGN PHASE

600.1 100% Design Phase Submittal – Option A

- 600.1.1 The 100% submittal shall include all the elements of Article 500 which shall be advanced to a completed level of design and shall incorporate comments from the 90% submittal. The 100% submittal will consist of two steps: (1) a **100% pre-final (bond) submittal** will be made for final comment by the City and RTC, and (2) the Consultant will incorporate all comments on the pre-final submittal into the **100% final (mylar) submittal**. Plan set mylars and copies sealed in accordance with NRS 625, sealed Special Provisions, including Bid Proposal and Construction Cost Estimate shall be submitted to the City. The Engineer's estimate broken out by bid item, plan sheet and funding source will be submitted as a Microsoft Excel Work Sheet electronic file. The Consultant shall coordinate with utility companies and obtain all utility signatures on the Cover Sheet and elsewhere in the plans as required. Consultant shall submit a pre-mylar bond set of the final plans before preparing mylars for this project.
- 600.1.2 **Deliverables for the 100% Pre-Final (Bond) Submittal:** Response to Comments; Submit one (1) full size set (24" X 36"); four (4) half size sets (11" X 17") of the 100% Pre-Final (Bond) Submittal to the City; two (2) bound copies of the Special Provisions and 100% Pre-final Cost Estimate by funding source to the City; Consultant shall determine if any utility companies require submittal of the 100% Pre-Final (Bond) submittal to obtain mylar signature and if so, submit accordingly.
- 600.1.3 **Deliverables for the 100% Final (mylar) Submittal:** One set of 24" X 36" mylar plan sheets stamped and signed by a Nevada P.E. which includes the cover sheet containing all approval signatures; One set of original Special Provisions (unbound) stamped and signed by a Nevada P.E. and the Word document; One copy of the City Formatted Final Cost Estimate and Bid Schedule; One copy of the Plan Sheet Index as a single Word document. Additionally, submit two copies of the half scale plans, bound Special Provisions and 100% Final Cost Estimate to RTC and NDOT. Electronic copies of both the plans (AutoCAD format) and Special Provisions (Microsoft Word format) shall be submitted to the City. The Final Cost Estimate and Bid Schedule will be submitted as a Microsoft Excel Work Sheet electronic file.

ARTICLE 700, 800 and 900: NOT USED

END OF EXHIBIT "A"

EXHIBIT "B"

REQUIRED SUBMITTALS

ARTICLE 200: GENERAL

- 200.1** When requested by the City electronic files shall accompany hard copies for all submittals referenced in this paragraph and unless otherwise directed by the City. All cost estimates shall be provided in Microsoft Excel format, all schedules in Microsoft Project format, all Special Provisions in Microsoft Word format, all Bid Schedules in Microsoft Excel format and all spreadsheets associated with additional service requests in Microsoft Excel format. Pdf submittals will not be accepted unless specifically requested by the City.
- 200.2** All submittal requirements are outlined in Exhibit A – Scope of Services. Consultant shall refer to deliverables or other submittal requirements outlined in Exhibit A.
- 200.3** **Certificates of Insurance**
The Consultant shall deliver to Insurance Tracking Services, Inc. (ITS), the City's authorized designated representative, a certificate of insurance with respect to each required policy to be provided by the Consultant under this Agreement. The required certificates must be signed by the authorized representative of the insurance company shown on the certificate with proof that such person is an authorized representative thereof, and is authorized to bind the named underwriter(s) and their company to the coverage, limits and termination provisions shown thereon.

Submit certificates of insurance to:

City of Las Vegas
C/O Insurance Tracking Services, Inc. (ITS)
P.O. Box 21919
Long Beach, CA 90801

Account Manager: Michael Palacios
Phone: (888) 435-2955 ext. 503 • Fax: 562-435-2999
Email: michael.palacios@instracking.com

A certified, true and exact copy of each of the project specific insurance policies (including renewal policies) shall be provided to the City upon request.

The Consultant shall promptly deliver to ITS a certificate of insurance with respect to each renewal policy, as necessary to demonstrate the maintenance of the required insurance coverage for the terms specified herein. Such certificate shall be delivered to ITS not less than 30 days prior to the expiration date of any policy and bear a notation evidencing payment of the premium thereof.

END OF EXHIBIT "B"

EXHIBIT "C"

PERFORMANCE SCHEDULE

ARTICLE 300: NOTICE TO PROCEED

- 300.1** The start date for the Consultant's scope of services shall be, without any further notice requirement, the date of this Agreement signed by the parties. The Consultant shall perform the services required as expeditiously as is consistent with professional skill and care and the orderly progress of the Project. The Scope of Service set forth in this Agreement and the compensation to the Consultant for said Scope of Services is based upon the Consultant and the City each performing its responsibilities in a timely manner.
- 300.2** *Performance Schedule.* The parties hereto have agreed to a general performance schedule (the "Performance Schedule") which is set forth herein. Subsequent to the execution of this Agreement, the Consultant shall furnish to the City's Representative for approval a more detailed schedule of performance (herein the "Detailed Performance Schedule").
- 300.3** *Revised Performance Schedule.* If the Consultant's performance is delayed or the sequence of tasks changed, the Consultant shall notify the City's Representative in writing of the reasons for the delay or the change. The Consultant shall then prepare a revised General and Detailed Performance Schedule for submission to and approval by the City's Representative.

ARTICLE 301: PERFORMANCE SCHEDULE

- 301.1** The maximum allowed time to complete each phase of the work is shown in the following table:

PHASE	CALENDAR DAYS TO COMPLETE	REMARKS
30% DESIGN PHASE	180	
70% DESIGN PHASE	150	
90% DESIGN PHASE	120	
100% DESIGN PHASE	90	
BID PHASE	-	This service to be provided if construction funding becomes available
CONSTRUCTION PHASE	-	This service to be provided if construction funding becomes available
POST CONSTRUCTION PHASE	-	This service to be provided if construction funding becomes available
TOTAL CALENDAR DAYS TO COMPLETE:	540	

ARTICLE 302: DESIGN AND PERMITTING SCHEDULE DELAYS

- 302.1** The Consultant declares that they are experienced and knowledgeable with all governmental, agency, and utility company design approval processes, procedures, applications, fees, design standards, reviews, required corrective actions, and time schedules required for the Project, and that the schedule set forth for the Scope of Services is reasonable and achievable within these design approval parameters.
- 302.2** Although it is acknowledged that neither the City nor the Consultant have full control over these design approval processes, the Consultant shall be held accountable for any impacts to the City resulting from their actions or lack of actions, including but not limited to their failure to make timely submittals, their failure to routinely follow-up on submittals, their failure to notify the City of anticipated delays and required design changes, and their failure to process and re-submit comments and corrections received in a timely manner.

END OF EXHIBIT "C"

EXHIBIT "D"

FEE BREAKDOWN

ARTICLE 400: COMPENSATION AND TERMS OF PAYMENT

- 400.1** *General.* At the time of approval of this Agreement by the City Council, the City agrees to set aside one million nine hundred thousand dollars (\$1,900,000.) as the total appropriation for the performance of this Agreement. In no event shall the total payments to the Consultant for the services (basic services and additional compensation) provided under this Agreement exceed the aforementioned amount appropriated without prior approval of the City.
- 400.2** *Compensation: Basic Services (Lump Sum by Task).* The City agrees to pay the lump sum amount attributable to each task and, if applicable, each subtask, set forth in Exhibit "A" which is completed by the Consultant. The Consultant agrees to complete each task and, if applicable, each subtask, for the amount of the lump sum set forth in Exhibit "D" regardless of the number of manhours which must be expended to complete the performance of this Agreement. The total payments to the Consultant for the completion of these tasks shall not exceed one million three hundred eighty eight thousand three hundred ninety five dollars (\$1,388,395.) without prior written approval from the City. Such payment is based upon the individual lump sum amounts that are identified in Exhibit "D".
- 400.3** *Compensation: Additional Compensation.* For the additional services set forth in Exhibit "E," the City shall pay to the Consultant either a lump sum or an hourly fee based upon the hourly rates set forth in Exhibit "E" attached hereto, whichever is approved in writing by the City's Representative. Such payment shall not exceed five hundred eleven thousand six hundred five dollars (\$511,605.) without the prior written approval of the City.

BASIC SERVICES FEE BREAKDOWN

TASK	DESCRIPTION	Project Principal	Project Manager	Principal Engineer	Senior Engineer	Engineer	Senior Designer	Designer	Graphics	Admin	Land Surveyor	Survey Crew	Hour Subtotal	Direct Expenses	Lump Sum Task Amounts
		\$104	\$109	\$195	\$135	\$100	\$220	\$416	\$75	\$84	\$173	\$195			
200 PRELIMINARY AND GENERAL ITEMS															
200.1 Project Management	6	220	0	0	0	0	0	0	0	0	0	0	228	\$0.00	
200.2 Kick-Off Meeting and Prestoize Meeting	0	0	8	120	0	0	0	0	0	0	0	0	288	\$100.00	\$45,332.00
200.3 Utility and Agency Coordination	0	0	8	80	80	80	80	60	0	100	0	0	448	\$500.00	\$35,000.00
200.4 Project Permits	0	20	0	40	0	0	0	0	0	0	0	0	40	\$0.00	\$16,030.00
200.5 Accommodation of Federal Funding	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$16,392.00
200 Subtotal Hours	8	388	88	240	80	80	60	120	40	140	0	0	1,112	\$850.00	\$158,114.00
200 Subtotal Fee		\$73,232.00	\$10,920.00			\$8,000.00	\$7,200.00	\$13,400.00	\$3,000.00	\$4,800.00	\$0.00	\$2.00			\$158,114.00
300 30% DESIGN PHASE Option A and B															
300.1 Survey	0	12	0	40	0	0	0	0	0	0	0	0	52	\$0.00	
300.2 Right-of-Way	0	12	0	80	0	0	0	0	0	0	0	0	52	\$0.00	
300.3 Records Review, Information Research and Analysis of Data	0	16	0	80	0	0	0	0	0	0	0	0	52	\$0.00	
300.4 Utility Relocation	0	20	0	0	20	0	60	0	0	0	0	0	300	\$0.00	
300.5 Geotechnical Investigation	2	30	0	0	0	0	0	0	0	0	0	0	24	\$0.00	
300.6 1/2" Section Plans	2	60	0	170	0	0	240	220	0	30	24	0	768	\$1,500.00	\$7,018.00
300.6.1 3/4" Traffic, Streets, Right-of-Way, and Signage	0	18	0	40	0	0	60	40	0	0	0	0	208	\$30,000.00	\$17,184.00
300.6.2 3/4" Traffic, Streets, Right-of-Way, and Signage	0	18	0	40	0	0	60	40	0	0	0	0	208	\$30,000.00	\$17,184.00
300.6.3 Clearance Report	0	18	0	40	0	0	60	40	0	0	0	0	208	\$30,000.00	\$17,184.00
300.6.4 Presentation	0	18	0	40	0	0	60	40	0	0	0	0	208	\$30,000.00	\$17,184.00
300.6.5 Survey Rehabilitation	0	18	0	40	0	0	60	40	0	0	0	0	208	\$30,000.00	\$17,184.00
300.6.6 Construction Cost	0	18	0	40	0	0	60	40	0	0	0	0	208	\$30,000.00	\$17,184.00
300.7 Option of Construction Cost	0	18	0	40	0	0	60	40	0	0	0	0	208	\$30,000.00	\$17,184.00
300 Subtotal Hours	10	248	137	558	80	80	512	380	220	132	48	0	1,880	\$0.00	
300 Subtotal Fee		\$1,942.00	\$49,352.00	\$20,715.00	\$75,320.00	\$8,000.00	\$51,440.00	\$41,800.00	\$18,900.00	\$4,300.00	\$71,376.00	\$78,440.00	3,081	\$167,480.00	\$904,475.00
400 70% DESIGN PHASE Option A Only															
400.1 Traffic Analysis	0	20	0	80	0	0	0	0	0	0	0	0	204	\$0.00	
400.1.1 Submit Final Design Report	0	20	0	80	0	0	0	0	0	0	0	0	204	\$0.00	
400.1.2 Submit Final Design Report	0	20	0	80	0	0	0	0	0	0	0	0	204	\$0.00	
400.2 Survey Rehabilitation	2	1	0	20	0	0	8	0	0	0	0	0	34	\$400.00	\$28,238.00
400.3 1/2" Section Plans	2	60	0	180	0	0	240	200	0	8	0	0	300	\$0.00	
400.3.1 3/4" Section Plans	0	60	0	180	0	0	240	200	0	8	0	0	300	\$0.00	
400.4 1/2" Option of Construction Cost	0	8													

END OF EXHIBIT "D"

EXHIBIT "E"

ADDITIONAL COMPENSATION

ARTICLE 500: Additional Compensation

500.1 Reimbursable Expenses. Reimbursable Expenses are not allowed.

500.2 Upon written authorization by the City, the Consultant shall provide "**General**" Additional Services which may include the following:

- 1. Additional Design Services** – As required by the City, Consultant shall perform additional design services required for the Project. Listed below are items that may be considered as additional design services:
 - Additional Meetings** – As required by the City, Consultant shall attend, participate and support the City in additional project or public meetings.
 - Additional Right-of-Way** – As required by the City, Consultant shall prepare legal descriptions and exhibits in locations where additional right-of-way, easements or AEPs/TCEs are required for the Project; City shall provide title reports.
 - Federal Funding Research** – As required by the City, Consultant shall provide research to determine Federal Funding requirements and provide detailed information to the City to evaluate.
 - Additional Traffic Improvements** – As required by the City, Consultant shall provide additional traffic design services for a "HAWK" signal at a location to be determined.
 - Waterline Design** – As required by the City, Consultant shall provide plan and profile design of new, reconstructed, or relocated water pipelines.
 - Major Utility Relocation** - As requested by the City, Consultant shall provide utility relocation design and coordination with all utility companies. This task will include Subsurface Utility Engineering SUE.
 - Additional Survey** – As requested by the City, Consultant shall provide additional field survey necessary for completion of other additional design services.
 - Artistic Elements** - As requested by the City, Consultant shall provide additional design for artistic signage or artistic elements, incorporation of public involvement comments, and other work necessary.
 - Additional Public Meetings** – As requested by the City, Consultant shall attend Public Information meetings.
 - Local Business and Property Owner Project Coordination** – As requested by the City, Consultant shall prepare for and attend meetings with property owners that are affected by the proposed project right-of-way acquisition. These meetings will be attended by the appropriate City and Consultant's staff.
 - BUY AMERICA(N) COMPLIANCE** – As requested by the City, Consultant and subconsultants at all tiers shall Verify that each product model specified is in compliance with the appropriate Buy America or Buy American provisions. Verification shall generally consist of a copy of a letter, notice, or web page from the material manufacturer, supplier or vendor stating the specified material's compliance with the specific required Buy America(n) act or provision. Include the appropriate Buy America(n) requirement language in each specification section providing construction materials. Verify Contractor submittals provide evidence of compliance for products that the designer has not previously verified during design. Verify Contractor has submitted a certificate in proper form from the manufacturer if Buy America is required. Compile an organized written record of the construction material verifications for the Project and deliver this record to the City upon completion of the Project and upon request during the progress of the work. Remove and replace any foreign goods.
 - Additional Roadway Design** – As required by the City, Consultant shall provide additional roadway design plans.
 - Environmental Clearance/Permits** - As required by the City, Consultant shall prepare a Section 106, 404 permit, NEPA environmental assessment, groundwater discharge permit, or other necessary required environmental permit applications.
 - Bid Phase Support Services** – As requested by the City, the Consultant shall attend the pre-bid conference; respond to questions raised by bidders during the bidding process; draft required specifications, plan changes and clarifications for the City to include any addenda. The Consultant shall attend the bid opening and review the bid abstract and contractor qualifications. The Consultant will comment on any bid discrepancies, evidence of unbalanced bid or contractor concerns uncovered during reviews.

Construction Phase Support Services – As requested by the City, the Consultant shall attend the pre-construction meeting; review Contractor's submittals for manufacture certifications, installation instructions, shop drawings and service connections; attend construction progress meetings, as necessary; respond to Contractor's Request for Information (RFI); assist with the processing of change orders; review Contractor's submittals (such as shop drawings, value engineering items, sample products, etc.); visit construction site to examine construction work; review claims and resolution of claims; attend final walk through; and assist with the punch list preparation.

Record Drawings – As requested by the City, the Consultant shall produce record drawings based on redlines provided by the Contractor.

2. **Hydrogeologic Report** – As required by the City, Consultant shall prepare a hydrogeologic report and provide groundwater sampling and monitoring wells.
3. **CLOMR/LOMR** – As required by the City, Consultant shall prepare a CLOMR/LOMR for submittal to FEMA for review.
4. **Additional Utility Potholing** – As required by the City, Consultant shall provide additional utility potholing, prepare pothole location map and obtain information for subsurface utilities.

500.3 Upon written authorization by the City, the Consultant shall provide "**Option B**" Additional Services which may include the following:

1. **Additional Right-of-Way Acquisition for Option B** – As required by the City, Consultant shall assist the City in obtaining additional right-of-way as needed to construct the project.
2. **Additional Utility and Agency Coordination for Option B** – As requested by the City, Consultant shall assist the City with additional utility coordination and relocation design, and provide additional agency coordination as needed to construct the project.
3. **Additional Traffic Facility Design for Option B** – As requested by the City, Consultant shall provide additional traffic facility design to accommodate the addition of a fourth lane in each direction to provide for a transit lane/continuous right-turn lane.
4. **Additional Landscape and Irrigation Design for Option B** – As requested by the City, Consultant shall provide additional design for landscaping and irrigation, including preliminary landscaping design, determination of landscaping features (may include Art, plantings and associated improvements, rock mulch, or other treatments as determined by the City) and incorporation of public involvement comments, if any for Option B.
5. **70% Design Submittal for Option B** – As required by the City, Consultant shall prepare 70% plans and cost estimates for design Option B.
6. **90% Design Submittal for Option B** – As required by the City, Consultant shall prepare 90% plans and cost estimates for design Option B.
7. **100% Design Submittal for Option B** – As required by the City, Consultant shall prepare 100% plans and cost estimates for design Option B.
8. **Coordination with Property Owners for Option B** – As required by the City, Consultant shall coordinate with property owners to obtain AEP and to discuss modifications to driveways and parking lots.

ADDITIONAL SERVICES FEE BREAKDOWN

TASK	DESCRIPTION	Project Principal	Project Manager	Principal Engineer	Senior Engineer	Engineer	Senior Designer	Designer	Graphics	Admin	Land Surveyor	Survey Crew	HOURS SUBTOTAL	Direct Expenses	Lump Sum Task Amounts
		\$194	\$199	\$195	\$135	\$100	\$120	\$110	\$75	\$64	\$173	\$185			
500.2	ADDITIONAL SERVICES - GENERAL														
500.2.01	Additional Design Services		70		61	41	38	40					250	\$0.00	\$35,225.00
	Additional Meetings														
	Additional Right-of-Way														
	Federal Funding Research														
	Additional Traffic Improvements														
	Waterline Design														
	Major Utility Relocations														
	Additional Survey														
	Artistic Elements														
	Additional Public Meetings														
	Local Business and Property Owner Project Coordination														
	Buy American Compliance														
	Additional Roadway Design														
	Environmental Clearance/Permits														
	Big Phase Support Services														
	Construction Support Services														
	Record Drawings														
500.2.02	Hydrogeologic Report	0	24	0	40	0	0	0	0	20	0	0	84	\$15,000.00	\$26,456.00
500.2.03	GLOMR/LOMR	0	40	0	80	80	0	40	0	8	0	0	248	\$0.00	\$31,672.00
500.2.04	Additional Utility Pot-holing (30)	0	4	0	4	0	0	0	16	4	0	0	28	\$30,000.00	\$32,792.00
500.3	ADDITIONAL SERVICES - OPTION B														
500.3.01	Additional Right-of-Way Acquisition for Option B	0	24	0	80	0	120	0	0	40	160	40	464	\$0.00	\$67,816.00
500.3.02	Additional Utility and Agency Coordination for Option B		12	0	80	0	40	40	0	30	20	20	242	\$0.00	\$31,468.00
500.3.03	Additional Traffic Facility Design for Option B	0	40	0	100	0	120	80	0	0	0	0	340	\$0.00	\$44,660.00
500.3.04	Additional Landscape and Irrigation Design for Option B		24	60	40	0	120	0	0	0	0	0	244	\$0.00	\$36,276.00
500.3.05	70% Design Submittal for Option B	0	60	0	200	100	160	140	100	0	0	0	760	\$0.00	\$91,040.00
500.3.06	80% Design Submittal for Option B	0	40	0	160	80	140	120	60	0	0	0	620	\$0.00	\$74,760.00
500.3.07	100% Design Submittal for Option B	0	40	0	40	40	40	40	0	0	0	0	200	\$0.00	\$26,560.00
500.3.08	Coordination with Property Owners for Option B	0	40	0	0	0	0	0	0	80	0	0	120	\$0.00	\$13,080.00
	Total Additional Services - Hours	0	418	60	905	341	778	500	476	182	180	60	3,600		
	Total Additional Services - Fee	\$0.00	\$83,182.00	\$11,700.00	\$122,175.00	\$34,100.00	\$93,360.00	\$55,000.00	\$13,200.00	\$11,648.00	\$31,140.00	\$11,100.00		\$45,000.00	\$571,605.00

END OF EXHIBIT "E"

EXHIBIT "F"

KEY PERSONNEL LIST

CITY PERSONNEL

Program Manager: Jeremy Leavitt
Project Manager: Gina Venglass

CONSULTANT'S PROJECT STAFF

The following personnel will be assigned by the Consultant to work on the Project.
Any changes require City approval.

Principal In Charge: Steve Shupp
Project Manager: Dan Bender

CONSULTANT'S SUB-CONSULTANTS

The following subconsultants will be contracted with and utilized by the Consultant to work on the Project.
Any changes require City approval.

Aerial Mapping:
Geotechnical: GEOTek
Potholing: TBE

END OF EXHIBIT "F"