

## LA VISTA CITY COUNCIL MEETING AGENDA

June 4, 2019

6:00 P.M.

Harold "Andy" Anderson Council Chamber  
La Vista City Hall  
8116 Park View Blvd

- Call to Order
- Pledge of Allegiance
- Announcement of Location of Posted Open Meetings Act
- Service Awards: Kevin Pokorny – 30 years; Scott Stopak – 25 years

*All matters listed under item A, Consent Agenda, are considered to be routine by the city council and will be enacted by one motion in the form listed below. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.*

### A. CONSENT AGENDA

1. Approval of the Agenda as Presented
2. Approval of the Minutes of the May 21, 2019 City Council Meeting
3. Approval of the Minutes of the May 9, 2019 Library Advisory Board Meeting
4. Request for Payment – Blade Masters Grounds Maint., Inc. – Construction Services – La Vista City Center Phase 2 – \$218,769.00
5. Request for Payment – DLR Group – Professional Services – City Centre Parking Facility – \$1,762.09
6. Request for Payment – DLR Group – Professional Services – City Centre Parking Facility – \$4,831.56
7. Request for Payment – DLR Group – Professional Services – City Centre Garage Security Planning – \$747.50
8. Request for Payment – HDR Engineering, Inc. – Professional Services – Project Management Services for Public Improvements and Other Works – \$13,968.68
9. Request for Payment – Olsson – Professional Services – City Centre Phase 1 Public Infrastructure – \$58,403.04
10. Request for Payment – RDG Planning & Design – Professional Services – Civic Center Park Phase 2 – \$883.39
11. Request for Payment – Thompson, Dreessen, & Dorner, Inc. – Professional Services – Phase 1 Golf Course Transformation – Proposed Lake Improvements – \$3,785.83
12. Request for Payment – Thompson, Dreessen, & Dorner, Inc. – Professional Services – Phase 2 Golf Course Transformation – Proposed Lake Improvements – \$620.00
13. Request for Payment – Thompson, Dreessen, & Dorner, Inc. – Professional Services – Misc. Services, 2019 Survey – \$4,500.00
14. Request for Payment – Wellington – Professional Services – 60<sup>th</sup> Anniversary Celebration – \$10,000.00
15. Approval of Claims

- Reports from City Administrator and Department Heads

### B. Resolution – Insurance Broker Agreement

C. Resolution – Change Order No. 11 – 84<sup>th</sup> Street Redevelopment Area – Public Improvement Redevelopment Project – Offstreet Parking District No. 2, Structure No. 1

D. Resolution – Renewal of Interlocal Agreement – Continuation of the Papillion Creek Watershed Partnership

E. Resolution – Professional Services Agreement – East La Vista Sewer and Pavement Rehabilitation – Phase 1

F. Resolution – Professional Services Agreement – Placemaking & Landscape Design for La Vista Civic Areas

G. Approval of Class C Liquor License Application – Heights Draft Room LLC dba Heights Draft Room

1. Public Hearing
2. Resolution

H. Resolution – Authorization to Purchase Computer Equipment

**I. Resolution – Declare Equipment Surplus and Authorize Disposal**

- **Comments from the Floor**
- **Comments from Mayor and Council**
- **Adjournment**

The public is welcome and encouraged to attend all meetings. If special accommodations are required, please contact the City Clerk prior to the meeting at 402-331-4343. A copy of the Open Meeting Act is posted in the Council Chamber and available in the public copies of the Council packet. Citizens may address the Mayor and Council under "Comments from the Floor." Comments should be limited to five minutes. We ask for your cooperation in order to provide for an organized meeting.



CITY OF LA VISTA

**CERTIFICATE OF APPRECIATION**

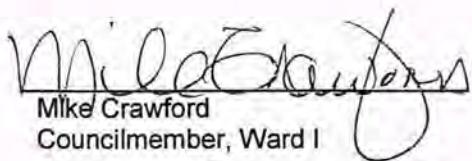
A CERTIFICATE OF APPRECIATION PRESENTED TO KEVIN POKORNY OF THE LA VISTA ADMINISTRATIVE SERVICES DEPARTMENT, FOR 30 YEARS OF FAITHFUL AND EFFICIENT SERVICE TO THE CITY OF LA VISTA.

WHEREAS, Kevin Pokorny has served the City of La Vista since May 16, 1989; and

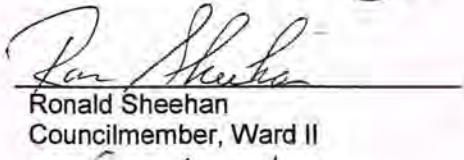
WHEREAS, Kevin Pokorny's input and contributions to the City of La Vista have contributed to the success of the City;

NOW, THEREFORE BE IT RESOLVED that this Certificate of Appreciation is hereby presented to Kevin Pokorny on behalf of the City of La Vista for 30 years of service to the City.

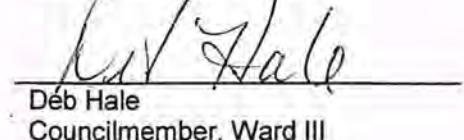
DATED THIS 4TH DAY OF JUNE 2019.



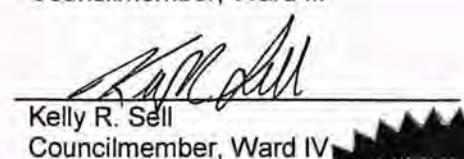
Mike Crawford  
Councilmember, Ward I



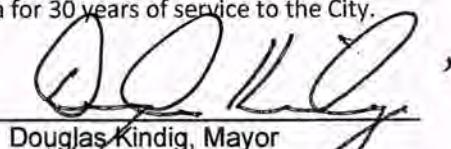
Ronald Sheehan  
Councilmember, Ward II



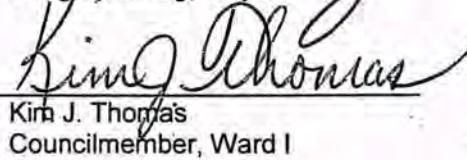
Deb Hale  
Councilmember, Ward III



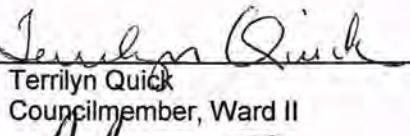
Kelly R. Sell  
Councilmember, Ward IV



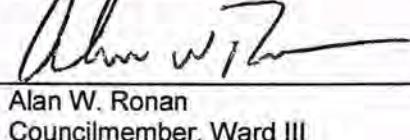
Douglas Kindig, Mayor



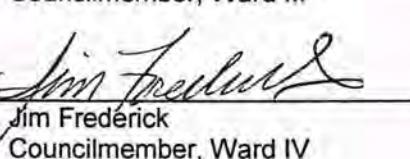
Kim J. Thomas  
Councilmember, Ward I



Terilyn Quick  
Councilmember, Ward II

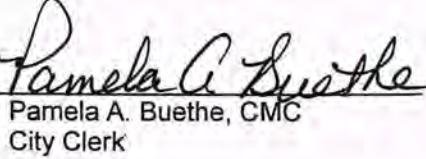


Alan W. Ronan  
Councilmember, Ward III



Jim Frederick  
Councilmember, Ward IV

ATTEST:



Pamela A. Buethe  
Pamela A. Buethe, CMC  
City Clerk





CITY OF LA VISTA

**CERTIFICATE OF APPRECIATION**

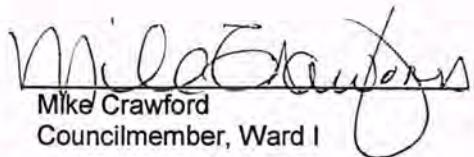
A CERTIFICATE OF APPRECIATION PRESENTED TO **SCOTT STOPAK OF THE LA VISTA RECREATION DEPARTMENT**, FOR 25 YEARS OF FAITHFUL AND EFFICIENT SERVICE TO THE CITY OF LA VISTA.

WHEREAS, **Scott Stopak** has served the City of La Vista since May 24, 1994; and

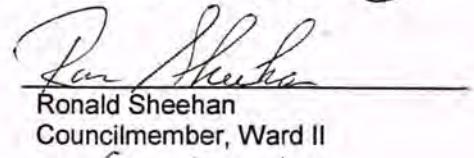
WHEREAS, **Scott Stopak's** input and contributions to the City of La Vista have contributed to the success of the City;

NOW, THEREFORE BE IT RESOLVED that this Certificate of Appreciation is hereby presented to **Scott Stopak** on behalf of the City of La Vista for 25 years of service to the City.

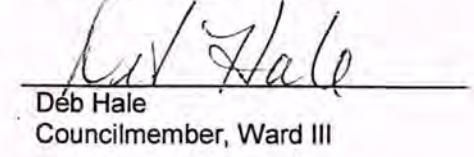
DATED THIS 4TH DAY OF JUNE 2019.



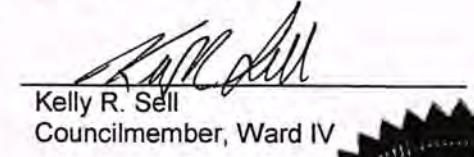
Mike Crawford  
Councilmember, Ward I



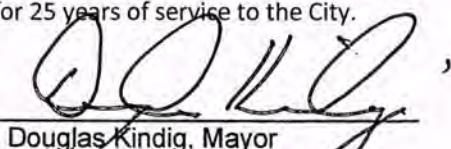
Ronald Sheehan  
Councilmember, Ward II



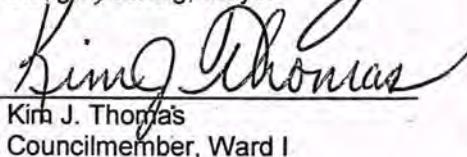
Déb Hale  
Councilmember, Ward III



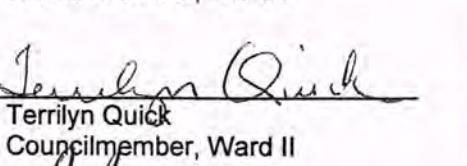
Kelly R. Sell  
Councilmember, Ward IV



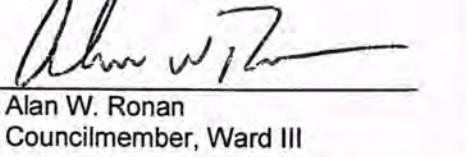
Douglas Kindig, Mayor



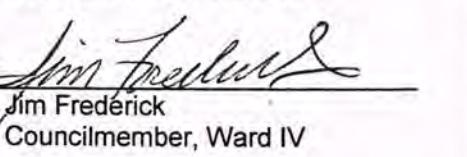
Kirk J. Thomas  
Councilmember, Ward I



Terrilyn Quick  
Councilmember, Ward II

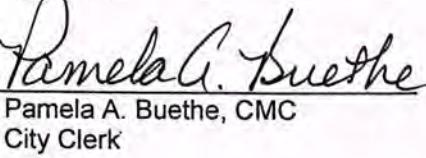


Alan W. Ronan  
Councilmember, Ward III



Jim Frederick  
Councilmember, Ward IV

ATTEST:



Pamela A. Buethe, CMC  
City Clerk



# MINUTE RECORD

A-2

No. 729 — REIDEL & COMPANY, INC. OMAHA E1310556LD

## LA VISTA CITY COUNCIL MEETING MAY 21, 2019

A meeting of the City Council of the City of La Vista, Nebraska was convened in open and public session at 7:00 p.m. on May 21, 2019. Present were Councilmembers: Frederick, Ronan, Sheehan, Thomas, Crawford, Quick, Hale, and Sell. Also in attendance were City Attorney McKeon, City Administrator Gunn, Assistant City Administrator Ramirez, City Clerk Buethe, Police Chief Lausten, City Engineer Kottmann, Director of Public Works Soucie, Library Director Barcal, Recreation Director Stopak, Senior Planner Solberg, and Human Resources Director Trail.

A notice of the meeting was given in advance thereof by publication in the Times on May 8, 2019. Notice was simultaneously given to the Mayor and all members of the City Council and a copy of the acknowledgment of the receipt of notice attached to the minutes. Availability of the agenda was communicated to the Mayor and City Council in the advance notice of the meeting. All proceedings shown were taken while the convened meeting was open to the attendance of the public. Further, all subjects included in said proceedings were contained in the agenda for said meeting which is kept continuously current and available for public inspection at City Hall during normal business hours.

Acting Mayor Thomas called the meeting to order, led the audience in the Pledge of Allegiance, and made the announcements.

### PROCLAMATION – MEMORIAL DAY

Acting Mayor Thomas announced that the proclamation has been signed by the Mayor and will be read at the Hometown Heroes Ceremony on Thursday.

### SERVICE AWARD – SCOTT COLLETT AND DONAL FISCHER – 15 YEARS: ROBERT UHE – 10 YEARS

Acting Mayor Thomas presented service awards to Scott Collett and Donal Fischer for 15 years of service to the City. Robert Uhe could not be at the meeting so Director of Public Works Soucie will present the award to Uhe.

### CONSENT AGENDA

1. APPROVAL OF THE AGENDA AS PRESENTED
2. APPROVAL OF THE MINUTES OF THE MAY 7, 2019 CITY COUNCIL  
MEETING
3. APPROVAL OF THE MINUTES OF THE JANUARY 22, 2019 CIVIL SERVICE  
COMMISSION MEETING
4. APPROVAL OF THE MINUTES OF THE JANUARY 24, 2019 CIVIL SERVICE  
COMMISSION MEETING
5. MONTHLY FINANCIAL REPORT – MARCH 2019
6. REQUEST FOR PAYMENT – DESIGN WORKSHOP, INC. – PROFESSIONAL  
SERVICES – 84<sup>TH</sup> STREETSCAPE PLAN – \$35,592.50
7. REQUEST FOR PAYMENT – FELSBURG, HOLT & ULLEVIG –  
PROFESSIONAL SERVICES – LA VISTA QUIET ZONE AFFIRMATION –  
\$1,250.00
8. REQUEST FOR PAYMENT – GRAHAM CONSTRUCTION, INC. –  
CONSTRUCTION SERVICES – 84<sup>TH</sup> STREET REDEVELOPMENT AREA –  
CITY CENTRE INFRASTRUCTURE – \$148,710.69
9. REQUEST FOR PAYMENT – HAWKINS CONSTRUCTION COMPANY –  
CONSTRUCTION SERVICES – PARKING DISTRICT NO. 2, STRUCTURE NO.  
1 – \$406,357.20
10. REQUEST FOR PAYMENT – SWAIN CONSTRUCTION – CONSTRUCTION  
SERVICES – 84<sup>TH</sup> STREET ACCESS IMPROVEMENTS – \$33,074.00
11. REQUEST FOR PAYMENT – SWAIN CONSTRUCTION – CONSTRUCTION  
SERVICES – 84<sup>TH</sup> STREET REHABILITATION – \$832,101.01
12. REQUEST FOR PAYMENT – THOMPSON, DREESSEN & DORNER, INC. –  
PROFESSIONAL SERVICES – PHASE 2 GOLF COURSE TRANSFORMATION  
– PROPOSED LAKE IMPROVEMENTS – \$3,505.00
13. REQUEST FOR PAYMENT – THOMPSON, DREESSEN & DORNER, INC. –  
PROFESSIONAL SERVICES – PHASE 2 GOLF COURSE TRANSFORMATION  
– PROPOSED LAKE IMPROVEMENTS – \$8,289.80
14. REQUEST FOR PAYMENT – THOMPSON, DREESSEN & DORNER, INC. –

# MINUTE RECORD

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## PROFESSIONAL SERVICES – MISC. SERVICES 2019, SURVEY - \$1,171.00 15. APPROVAL OF CLAIMS

4 SEASONS AWARDS, services	34.00
88 TACTICAL BUILDING GROUP LLC, services	695.00
A TO Z DATABASES, media	909.00
ACCO UNLIMITED CORP, services	101.85
ACTION BATTERIES, maint.	120.90
AE SUPPLY, bld&grnds	305.00
AMAZON.COM SERVICES, INC., services	257.24
ANDERSON FORD OF LINCOLN, services	78,327.00
AOI CORP, services	2,210.00
A-RELIEF, services	236.00
ARTISTIC SIGN & DESIGN INC, services	2,000.00
ASPHALT & CONCRETE MATERIALS, services	1,495.81
AT&T MOBILITY LLC, phones	93.72
BARCAL, R., travel	257.55
BILLIONIX LLC, services	3,765.00
BIBLIOTHECA LLC, services	1,000.00
BISHOP BUSINESS EQUIPMENT CO, services	1,800.52
BOBCAT OF OMAHA, services	1,100.00
BOOT BARN, apparel	150.00
CARROT-TOP INDUSTRIES INC, services	259.60
CENTER POINT, INC., books	408.66
CENTURY LINK, phones	505.04
CHIEF SCHOOL BUS, services	238.00
CINTAS CORP, services	31.02
CITY OF OMAHA, services	210,927.21
CONSOLIDATED MANAGEMENT CO, services	94.28
COX COMMUNICATIONS, INC., services	277.40
CULLIGAN OF OMAHA, services	8.50
CUMMINS CENTRAL POWER LLC, bld&grnds	625.75
D & K PRODUCTS, supplies	2,726.40
DATASHIELD CORP, services	20.00
DELL MARKETING L.P., services	3,783.60
DEMCO INC, supplies	435.81
DESIGN WORKSHOP INC, services	50,636.93
DI MAURO, J., travel	222.00
DIAMOND VOGEL PAINTS, bld&grnds	276.72
DIGITAL EXPRESS, services	459.63
DLR GROUP, services	747.50
DOUGLAS COUNTY SHERIFF'S OFC, services	225.00
DULTMEIER SALES LLC, services	8.55
EMBASSY SUITES HOTEL, services	497.70
ENCYCLOPEDIA BRITANNICA INC, services	850.00
ESRI INC, services	3,350.00
ETC INSTITUTE, services	1,000.00
FBG SERVICE CORP, bld&grnds	5,965.00
FELSBURG HOLT & ULLEVIG INC, services	1,117.50
FIRST WIRELESS INC, services	107.50
FITZGERALD SCHORR BARMETTLER, services	35,134.58
FOCUS PRINTING, services	9,323.95
GALE, books	47.23
GRAYBAR ELECTRIC CO, services	101.12
GREATAMERICA FINANCIAL, services	1,127.00
HANEY SHOE STORE, apparel	162.98
HEIM, JAMES A, services	2,833.50
HEIMES CORP, services	35.00
HERRICK, ANGELA DAWN, services	80.00
HOBBY LOBBY STORES, supplies	159.58
HONG'S ALTERATION & DRY CLEANING, services	251.50

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HY-VEE INC, services	417.18
IGM TECHNOLOGY CORP, services	16,000.00
INGRAM LIBRARY SERVICES, books	192.05
KANOPIY, INC., services	44.00
KARISSA JOHNSON, services	100.00
KINDIG, D., travel	241.69
KRIHA FLUID POWER CO, maint.	101.72
KUSTOM SIGNALS INC, services	509.00
LARSEN SUPPLY CO, supplies	199.38
LAUSTEN JR ROBERT S, services	500.00
LERNER PUBLISHING GROUP INC, books	290.87
LIBRA INDUSTRIES INC, services	40.00
LOGAN CONTRACTORS SUPPLY, services	108.00
LOU'S SPORTING GOODS, supplies	50.00
LOWE'S, bld&grnds	74.05
L-TRON CORP, services	3,472.00
MALLOY ELECTRIC, supplies	10.54
MAPLE 85, services	4,222.35
MARK A KLINKER, services	200.00
METRO COMM COLLEGE, services	18,305.61
MUD, utilities	55.21
MID CON SYSTEMS INC, supplies	282.62
MID-IOWA SOLID WASTE EQUIP CO, services	3,350.00
MID-WEST MILITARY REAL ESTATE, services	208.97
MSC INDUSTRIAL, supplies	1,048.07
MURPHY TRACTOR & EQUIPMENT, maint.	349.08
NATIONAL EVERYTHING WHOLESALE, supplies	245.20
NE DEPT OF LABOR, services	110.00
NE DEPT OF MOTOR VEHICLE, services	6.60
NE SOFTBALL ASSOC, services	430.00
NEWMAN TRAFFIC SIGNS INC, services	2,633.94
NEWSBANK, services	2,707.00
NOBBIES INC, supplies	26.57
OCLC INC, services	155.39
ODEYS INC, bld&grnds	2,632.80
OFFICE DEPOT INC, supplies	105.03
OLSSON, INC, services	27,377.75
OPPD, utilities	48,037.50
OMAHA WORLD-HERALD, services	545.32
OMNI ENGINEERING, services	18,252.78
ONE CALL CONCEPTS INC, services	388.49
O'REILLY AUTO, maint.	363.53
PAPILLION SANITATION, services	265.09
PAPILLION TIRE INC, maint.	87.67
PLAINS EQUIPMENT GROUP, maint.	1,491.91
READY MIXED CONCRETE CO, services	413.08
ROBERT T. HENNICH, services	2,280.01
SAFARILAND, LLC, services	126.38
SIGN IT, services	144.00
SMALL, B., travel	222.00
SOUTHERN UNIFORM & EQUIPMENT, apparel	268.94
SPORTS FACILITY MAINTENANCE, services	480.00
STEVEN VOSS, refund	20.00
SUN COUNTRY DISTRIBUTING LTD, supplies	284.25
THE CHILD'S WORLD, INC., books	1,057.45
THE PENWORTHY CO, books	431.19
THERMO KING CHRISTENSEN, maint.	38.45
TRANS UNION RISK, services	50.00
U.S. CELLULAR, phones	1,140.90
VERIZON WIRELESS, phones	209.37

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YANO'S NURSERY INC, services	1,500.00
ZIMCO SUPPLY CO, supplies	1,570.75

Councilmember Sell made a motion to approve the consent agenda. Seconded by Councilmember Sheehan. Councilmember Quick reviewed the bills and stated everything was in order. Councilmembers voting aye: Frederick, Ronan, Sheehan, Thomas, Crawford, Quick, Hale, and Sell. Nays: None. Abstain: None. Motion carried.

## **REPORTS FROM CITY ADMINISTRATOR AND DEPARTMENT HEADS**

City Administrator Gunn reported the next step in the brand development process is a community survey.

City Clerk Buethe reminded everyone beginning on June 4, 2019 City Council Meetings will start at 6:00 p.m.

Library Director Barcal reported the La Vista Community Foundation donated \$2,000 to the Summer Reading Program. She also distributed calendars.

Recreation Director Scott Stopak reported on the swimming pool.

Community Relations Coordinator Beaumont reported on the Salute to Summer Festival week.

Senior Planner Solberg reported that Planning Commission will start at 6:30 p.m. from June through December. He also introduced Assistant Planner Cale Brodersen.

## **B. GATEWAY AUTO – CONDITIONAL USE PERMIT AMENDMENT – LOT 47, BROOK VALLEY BUSINESS PARK (110<sup>TH</sup> & HARRISON STREET)**

### **1. PUBLIC HEARING**

At 7:11 p.m. Acting Mayor Thomas opened the public hearing and stated the floor was now open for discussion on the proposed amendment to the conditional use permit. Ben and Sandy Toscano were available to answer questions.

At 7:16 p.m. Councilmember Hale made a motion to close the public hearing. Seconded by Councilmember Crawford. Councilmembers voting aye: Frederick, Ronan, Sheehan, Thomas, Crawford, Quick, Hale, and Sell. Nays: None. Abstain: None. Motion carried.

### **2. RESOLUTION**

Councilmember Sheehan introduced and moved for the adoption of Resolution No.19-076 entitled: A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA, NEBRASKA AUTHORIZING THE EXECUTION OF AN AMENDMENT TO A CONDITIONAL USE PERMIT FOR GATEWAY HOLDING CO, LLC, TO OPERATE AN AUTOMOTIVE REPAIR SERVICES FACILITY ON LOT 47, BROOK VALLEY BUSINESS PARK.

WHEREAS, Gateway Holding Co, LLC, has applied for approval of an amendment to their conditional use permit for an automotive repair services on Lot 47, Brook Valley Business Park, located southeast of 110<sup>th</sup> Street and Harrison Street; and

WHEREAS, the La Vista Planning Commission has reviewed the application and recommends approval; and

WHEREAS, the Mayor and City Council of the City of La Vista are agreeable to the amendment of the conditional use permit for such purposes.

NOW THEREFORE, BE IT RESOLVED, that the Mayor and City Council of the City of La Vista hereby authorize the execution of an amendment to a Conditional Use Permit in form and content submitted at this meeting, with such modifications that the City Administrator or City Attorney may determine necessary or advisable, for Gateway Holding Co, LLC, to allow

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May 21, 2019

No. 729 — REEDFIELD & COMPANY, INC. OMAHA E1310556LD

for an automotive repair services facility on Lot 47, Brook Valley Business Park.

Seconded by Councilmember Sell. Councilmembers voting aye: Frederick, Ronan, Sheehan, Thomas, Crawford, Quick, Hale, and Sell. Nays: None. Abstain: None. Absent: None. Motion carried.

## **C. SEWER RATE STUDY FY20 – FY24**

### **1. PRESENTATION**

City Engineer Kottmann gave an overview of the sewer rate study process, and Consultant Dave Nauman gave an overview of the study.

### **2. RESOLUTION**

Councilmember Quick introduced and moved for the adoption of Resolution No.19-077 entitled: A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA, NEBRASKA, ACCEPTING THE SEWER RATE STUDY DATED MAY 8, 2019 AND APPROVING IMPLEMENTATION OF RECOMMENDED RATES AND FEES.

WHEREAS, the Mayor and City Council of the City of La Vista, Nebraska, previously authorized the evaluation of future costs associated with operating and maintaining the sewer system; and

WHEREAS, the Mayor and City Council adopted the waste water agreement with the City of Omaha on April 7, 2009; and

WHEREAS, the sewer rate study was prepared by Burns & McDonnell; and

WHEREAS, the City Administrator, City Engineer, Finance Director and Director of Public Works have recommended acceptance of the proposed rates and fees over the next five (5) fiscal years, subject to annual evaluation and review of revenues and expenses as projected in the study;

NOW THEREFORE, BE IT RESOLVED, by the Mayor and City Council of the City of La Vista, Nebraska that the Sewer Rate Study dated May 8, 2019 prepared by Burns & McDonnell and the implementation of the recommended rates and fees over the next five (5) fiscal years has been reviewed by the Mayor and City Council of the City of La Vista and the same hereby is, accepted and approved.

Seconded by Councilmember Hale. Councilmembers voting aye: Frederick, Ronan, Sheehan, Thomas, Crawford, Quick, Hale, and Sell. Nays: None. Abstain: None. Absent: None. Motion carried.

## **D. RESOLUTION – PROFESSIONAL SERVICES AGREEMENT – AMENDMENT NO. 3 (ACTION ON THIS ITEM WILL BE TAKEN BY THE LA VISTA COMMUNITY DEVELOPMENT AGENCY)**

Acting Mayor Thomas stated that action on this item would be taken by the La Vista Community Development Agency.

Councilmember Frederick introduced and moved for the adoption of Resolution No.19-078 entitled: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA VISTA, ACTING AS THE LA VISTA COMMUNITY DEVELOPMENT AGENCY, APPROVING AMENDMENT NUMBER THREE TO THE JOINT AGREEMENT FOR PROFESSIONAL SERVICES WITH HDR, INC. TO DELETE CERTAIN ENGINEERING SERVICES PERTAINING TO SPECIAL INSPECTIONS FOR THE LA VISTA COMMUNITY DEVELOPMENT AGENCY AND THE CITY OF LA VISTA FOR A TOTAL AMOUNT NOT TO EXCEED \$670,695.

WHEREAS, the Community Development Agency ("Agency") consisting of and governed by the Mayor and City Council of the City of La Vista has been created; and

# MINUTE RECORD

May 21, 2019

No. 729 — REEDFIELD & COMPANY, INC. OMAHA E1310556LD

WHEREAS, the City Council acting as the La Vista Community Development Agency desires to approve amendment number three to the joint agreement for professional services with HDR, Inc. to delete certain engineering services pertaining to special inspections for the City and the Agency;

NOW THEREFORE, BE IT RESOLVED that the City Council acting as the La Vista Community Development Agency hereby approves amendment number three to the joint agreement for professional services with HDR, Inc. to delete certain engineering services pertaining to special inspections for the La Vista Community Development Agency and the City of La Vista for a total amount not to exceed \$670,695.

Seconded by Councilmember Hale. Councilmembers voting aye: Frederick, Ronan, Sheehan, Thomas, Crawford, Quick, Hale, and Sell. Nays: None. Abstain: None. Absent: None. Motion carried.

## E. RESOLUTION – PROFESSIONAL SERVICES AGREEMENT – AMENDMENT NO. 3

Councilmember Sheehan introduced and moved for the adoption of Resolution No.19-079 entitled: A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA APPROVING AMENDMENT NUMBER THREE TO THE JOINT AGREEMENT FOR PROFESSIONAL SERVICES WITH HDR, INC. TO DELETE CERTAIN ENGINEERING SERVICES PERTAINING TO SPECIAL INSPECTIONS FOR THE LA VISTA COMMUNITY DEVELOPMENT AGENCY AND THE CITY OF LA VISTA FOR A TOTAL AMOUNT NOT TO EXCEED \$670,695.

WHEREAS, the Mayor and City Council of the City of La Vista Nebraska have determined professional project management services are necessary; and

WHEREAS, the City Council on behalf of the City of La Vista desires to approve amendment number three to the joint agreement for professional services with HDR, Inc. to delete certain engineering services pertaining to special inspections for the City and the Agency;

WHEREAS, The FY19/20 Biennial Budget provides funding for the proposed expense; and

WHEREAS, Subsection (C) (9) of Section 31.23 of the La Vista Municipal Code requires that the City Administrator secure Council approval prior to authorizing any expenditure over \$5,000.00.

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and City Council of the City of La Vista, Nebraska, do hereby approve amendment number three to the joint agreement for professional services with HDR, Inc. to delete certain engineering services pertaining to special inspections for the City of La Vista and the La Vista Community Development Agency in an amount not to exceed \$670,695.

Seconded by Councilmember Frederick. Councilmembers voting aye: Frederick, Ronan, Sheehan, Thomas, Crawford, Quick, Hale, and Sell. Nays: None. Abstain: None. Absent: None. Motion carried.

## F. RESOLUTION – PROFESSIONAL ENGINEERING SERVICES AGREEMENT – AMENDMENT NO. 2 – OFFSTREET PARKING DISTRICT NO. 2, STRUCTURE NO. 1

Councilmember Frederick introduced and moved for the adoption of Resolution No.19-080 entitled: A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA, NEBRASKA APPROVING AMENDMENT NUMBER TWO TO THE PROFESSIONAL SERVICES AGREEMENT WITH OLSSON TO PROVIDE ADDITIONAL CONSTRUCTION PHASE ENGINEERING SERVICES RELATED TO OFFSTREET PARKING DISTRICT NO. 2, STRUCTURE NO. 1 IN AN ADDITIONAL AMOUNT NOT TO EXCEED \$6,894.00.

# MINUTE RECORD

May 21, 2019

No. 729 — REEDFIELD & COMPANY, INC. OMAHA E1310556LD

WHEREAS, the Mayor and City Council of the City of La Vista Nebraska have determined additional construction phase engineering services related to Offstreet Parking District No. 2, Structure No. 1 are necessary; and

WHEREAS, the City Council on behalf of the City of La Vista desires to approve amendment number two to the professional services agreement with Olsson to provide additional construction phase engineering services; and

WHEREAS, the not-to-exceed fee will increase by \$6,894.00 to a total of \$53,035.00; and

WHEREAS, The FY19/FY20 Biennial Budget provides funding for this project;

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and City Council of the City of La Vista, Nebraska, do hereby approve amendment number two to the professional services agreement with Olsson to provide additional construction phase engineering services related to Offstreet Parking District No. 2, Structure 1 in an additional amount not to exceed \$6,894.00.

Seconded by Councilmember Sell. Councilmembers voting aye: Frederick, Ronan, Sheehan, Thomas, Crawford, Quick, Hale, and Sell. Nays: None. Abstain: None. Absent: None. Motion carried.

## **G. RESOLUTION – AUTHORIZE NEPA ENGINEERING CONTRACT – APPLEWOOD CREEK TRAIL TAP-77(61), CN 22757**

Councilmember Sell introduced and moved for the adoption of Resolution No.19-081 entitled: A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA, NEBRASKA, AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT WITH ALFRED BENESCH & COMPANY TO PROVIDE ENVIRONMENTAL SERVICES FOR THE APPLEWOOD CREEK TRAIL PROJECT, DESIGNATED AS PROJECT NO. TAP-77(61), IN AN AMOUNT NOT TO EXCEED \$59,286.84.

WHEREAS, City of La Vista is developing a transportation project for which it intends to obtain Federal funds;

WHEREAS, City of La Vista as a sub-recipient of Federal-aid funding is charged with the responsibility of expanding said funds in accordance with Federal, State, and local laws, rules, regulations, policies and guidelines applicable to the funding of the Federal-aid project;

WHEREAS, City of La Vista and Alfred Benesch & Company wish to enter into a Professional Services Agreement to provide environmental services for the Federal-aid project;

NOW, THEREFORE, BE IT RESOLVED, by the City Council of La Vista, Nebraska, that Douglas Kindig, Mayor of the City of La Vista, is hereby authorized to sign the attached environmental services agreement between City of La Vista, Nebraska and Alfred Benesch & Company.

Seconded by Councilmember Sheehan. Councilmembers voting aye: Frederick, Ronan, Sheehan, Thomas, Crawford, Quick, Hale, and Sell. Nays: None. Abstain: None. Absent: None. Motion carried.

## **H. RESOLUTION – AUTHORIZE PRELIMINARY ENGINEERING CONTRACT – APPLEWOOD CREEK TRAIL TAP-77(61), CN 22757**

Councilmember Sell introduced and moved for the adoption of Resolution No.19-082 entitled: A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA, NEBRASKA, AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT WITH SCHEMMER ASSOCIATES, INC. TO PROVIDE PRELIMINARY ENGINEERING SERVICES FOR THE APPLEWOOD CREEK TRAIL PROJECT,

# MINUTE RECORD

May 21, 2019

No. 729 — REDFIELD & COMPANY, INC. OMAHA E13105566

DESIGNATED AS PROJECT NO. TAP-77(61), IN AN AMOUNT NOT TO EXCEED \$286,031.48.

WHEREAS, City of La Vista is developing a transportation project for which it intends to obtain Federal funds;

WHEREAS, City of La Vista as a sub-recipient of Federal-aid funding is charged with the responsibility of expanding said funds in accordance with Federal, State, and local laws, rules, regulations, policies and guidelines applicable to the funding of the Federal-aid project;

WHEREAS, City of La Vista and Schemmer Associates, Inc. wish to enter into a Professional Services Agreement to provide preliminary engineering services for the Federal-aid project;

NOW, THEREFORE, BE IT RESOLVED, by the City Council of La Vista, Nebraska, that Douglas Kindig, Mayor of the City of La Vista, is hereby authorized to sign the attached preliminary engineering services agreement between City of La Vista, Nebraska and Schemmer Associates, Inc.

Seconded by Councilmember Frederick. Councilmembers voting aye: Frederick, Ronan, Sheehan, Thomas, Crawford, Quick, Hale, and Sell. Nays: None. Abstain: None. Absent: None. Motion carried.

## **I. RESOLUTION – ASSET FORFEITURE EXPENDITURE MASTER PLAN FY19-20**

Councilmember Quick introduced and moved for the adoption of Resolution No.19-083 entitled: A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA, NEBRASKA, APPROVING THE FY19/20 ASSET FORFEITURE EXPENDITURE MASTER PLAN.

WHEREAS, the La Vista Police Department receives a portion of the assets seized by Federal agencies under Department of Justice guidelines; and

WHEREAS, the City Council has adopted a Council Policy Statement entitled "Police Department Asset Forfeiture Expenditures"; and

WHEREAS, the Council Policy Statement entitled "Police Department Asset Forfeiture Expenditures" requires the creation, submittal and approval of a yearly Asset Forfeiture Expenditure Master Plan; and

WHEREAS, the FY19/20 Asset Forfeiture Expenditure Master Plan has been reviewed and recommended for approval;

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and City Council of La Vista, Nebraska, do hereby approve the FY19/20 Asset Forfeiture Expenditure Master Plan.

Seconded by Councilmember Frederick. Councilmembers voting aye: Frederick, Ronan, Sheehan, Thomas, Crawford, Quick, Hale, and Sell. Nays: None. Abstain: None. Absent: None. Motion carried.

## **COMMENTS FROM THE FLOOR**

There were no comments from the floor.

## **COMMENTS FROM MAYOR AND COUNCIL**

There were no comments from the Mayor and Council.

At 7:39 p.m. Councilmember Crawford made a motion to adjourn the meeting. Seconded by Councilmember Frederik. Councilmembers voting aye: Frederick, Ronan, Sheehan, Thomas, Crawford, Quick, Hale, and Sell. Nays: None. Abstain: None. Absent: None. Motion carried.

# MINUTE RECORD

May 21, 2019

No. 729 — REDFIELD & COMPANY, INC. OMAHA E1310556LD

PASSED AND APPROVED THIS 4TH DAY OF JUNE 2019.

CITY OF LA VISTA

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Douglas Kindig, Mayor

ATTEST:

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Pamela A. Buethe, CMC  
City Clerk

## MEETING OF THE LIBRARY ADVISORY BOARD CITY OF LA VISTA

### MINUTES OF MEETING May 9, 2019

Members Present: Rose Barcal  
Valerie Russell Huyen-Yen Hoang  
Carol Westlund Connie Novacek

Member Absent: Kim Schmit-Pokorny

#### Agenda Item #1: Call to Order

The meeting was called to order at 5:37 p.m.

#### Agenda Item #2: Announcement of Location of Posted Open Meetings Act

An announcement was made of the location of the posted copy of the Open Meetings Act for public reference.

#### Agenda Item #3: Introductions

There were no introductions made.

#### Agenda Item #4: Approval of Minutes of March 14, 2019 Meeting

It was moved by Novacek and seconded by Westlund that the March 14, 2019 minutes be accepted as presented. Board members voting aye: Hoang, Novacek, Russell, and Westlund. Nays: none. Abstain: none. Absent: Schmit-Pokorny. Motion carried.

#### Agenda Item #5: Library Director's Report

- a. Programs: highlights of programming were given including the children's March Madness for books, the Tween Scene Doodle Day, and the adults' Winter Reading Program and Darrel Draper's presentation.
- b. Employee updates included a Project Search student who is fulfilling her third rotation at the library from February to the beginning of May.
- c. Library Meetings were reviewed including the city's Taste of La Vista event on July 27<sup>th</sup>, the Sarpy +1 joint library event of Mr. Gill on August 23<sup>rd</sup> and 24<sup>th</sup>, and the update of the VOX books order/plan to increase from 12 to 18 books per shipment.
- d. General Library Information included the Project Search Job Fair where Barcal conducted mock interviews for students, the library's accreditation process begins with a workshop at the end of the month, and the trend in library donations of books, magazines, DVDs and other material from October through March are down by 2,800 compared to last year possibly due to the new tax restrictions.

#### Agenda Item #6: Circulation Report

Barcal distributed the circulation report as well as the report for February 2019. The board wanted to see if the days the library were closed due to snow impacted circulation. The reports were discussed and accepted.

#### Agenda Item #7: Old Business

- a. Grants

- i. American Library Association/Dollar General Literacy Foundation: American Dream Literacy Initiative. Four laptops have been approved for purchase by City Council. Those have been ordered. Calculators as well as computer mice have been ordered. GED Graduation is June 1<sup>st</sup> at 2pm at the city's Community Center.
- ii. Nebraska Library Commission: Library Innovation Studios. La Vista Public Library was named as a recipient of the Library Innovation Studios. The library will host the 15 different stations March through July of 2020. Stations include a CNC router, laser cutter, vinyl cutter, heat press, and embroidery/sewing machine. Kits include a camera/video green screen, audio and music, Arduino & Sparkfun starter kit, Lego Mindstorms, button maker, soldering kit, laminator, and a Makey Makey kit. There will also be a iron & steamer, glue gun, label maker, metal punch, and a CorelDraw laptop.
- b. Department Plan Development Strategy: update. Barcal met with city administration concerning the library's Department Plan. To remain consistent with other departments, any items not in this current, 2-year fiscal cycle were removed: the security system and the space needs study. All other initiatives remain, and two additional initiatives were added which were reflected in the Community Interest Survey: computer/technology and electronic books. Once the department plan has been finalized, it will be distributed.
- c. LED Lights: update. The lights have been installed and the wire has been pulled. There are lights on either side of the fireplace that will be replaced with the LED bar lights. This will allow more lighting in this area. This will be completed in the near future.
- d. Inventory: update. An updated report was distributed with 126 items being located and/or rectified. Of the 458 items still unaccounted for, 350 are magazines and will be searched to verify all have been properly inventoried.

#### Agenda Item #8: New Business

- a. Grants
  - i. Humanities Nebraska: Darrel Draper. Staff member Cedate Shultz submitted the paperwork to have Darrel Draper present at the library on Nebraska History as told by Peter Sarpy on March 9<sup>th</sup> to 23 attendees.
  - ii. WGF Inc.: Coding and Robotics. Staff member Jessy Colabello submitted the grant requesting \$700 for educational programming.
  - iii. Papillion Lions Club: Salute to Summer Parade: Books. The funding of \$300 will go toward purchasing books to be distributed during the parade by Papillion La Vista Foundation members and personnel.
  - iv. Midlands Community Foundation: Golf Committee: Summer Reading Program. The Golf Committee determined to support public libraries' summer reading programs. This golf tournament will occur Monday May 22<sup>nd</sup> at the Platteview Golf Course. Barcal will volunteer during the event. The Foundation is awarding \$2,000 for the summer programs.
- b. Budget: FY19 End of Year. The end of year library budget numbers have been submitted. A additional request for staff training for the teen coordinator was requested.
- c. Summer Reading 2019. This year's theme is "A Universe of Stories." Calendars are complete. This year will feature reading bookmarks for children, teens, and adults.
- d. Policy Review: Library Innovation Studio. The updated policy was distributed. Feedback from staff is being sought.
- e. Library Innovation Studio: Release of Liability. The release was reviewed.
- f. Continuing Education Activities:
  - i. Working with Friends online video from the American Library Association's United for Libraries: Short Takes for Trustees with Sally Gardner Reed was viewed.
  - ii. Discussion. A discussion was held concerning the online video.

Agenda Item #9: Comments from the Floor

There were no comments from the floor.

Agenda Item #10: Comments from the Board

There were no comments from the Board.

There was a motion by Westlund and second by Russell to adjourn the meeting at 6:42 p.m.

The next meeting is scheduled for July 11<sup>th</sup>, 2019 at 5:30 p.m. at the La Vista Public Library, Conference Room #142.

# APPLICATION AND CERTIFICATION FOR PAYMENT

TO OWNER: City of La Vista  
8116 Park View Blvd  
La Vista, NE 68128

FROM Blade Masters Grounds Maint, Inc. VIA ARCHITECT: RDG Planning & Design  
CONTRACTOR: P.O. Box 167  
Bennington, NE 68007

PROJECT: LaVista Civic Center Phase 2 APPLICATION NO

AIA DOCUMENT G702

PAGE ONE OF

PAGES

6

Distribution to:  
OWNER  
ARCHITECT  
CONTRACTOR

PERIOD TO: 5/24/2019

PROJECT NOS: 3001.477.01

CONTRACT FOR:

## CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.

Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM \$ 1,744,777.34
2. Net change by Change Orders \$ 15,000.00
3. CONTRACT SUM TO DATE (Line 1 ± 2) \$ 1,759,777.34
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703) \$ 1,524,754.14
5. RETAINAGE:
  - a. -10 % of Completed Work (Column D + E on G703) \$ (\$152,472.00)
  - b. % of Stored Material (Column F on G703) \$ \_\_\_\_\_
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total) \$ 224,739.00
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) \$ - 5,970.00
8. CURRENT PAYMENT DUE \$ 218,769.00
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6) \$ 387,495.20

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$15,000.00	\$0.00
Total approved this Month	\$0.00	\$0.00
<b>TOTALS</b>	<b>\$15,000.00</b>	<b>\$0.00</b>
NET CHANGES by Change Order		\$15,000.00

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: Blade Masters Grounds Maintenance, Inc.

By:  Date: 5/24/19

State of: NEBRASKA

Subscribed and sworn to before me this 24th day of May

Notary Public:  KAELIGH A NOVAK

My Commission expires: 3/22/2023



## ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED ..... \$ 218,769.00

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT:

By:  Date: 05/29/2019

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

Consent Agenda 6/4/19 (2)

A-4

# CONTINUATION SHEET

AIA DOCUMENT G703

PAGE OF PAGES

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing  
Contractor's signed certification is attached.  
In tabulations below, amounts are stated to the nearest dollar.  
Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO: 6  
APPLICATION DATE: 5/24/2019  
PERIOD TO:  
ARCHITECT'S PROJECT NO:

ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (G+C)	% (G+C)	BALANCE TO FINISH (C-G)	RETAINAGE
			FROM PREVIOUS APPLICATION (D+E)	THIS PERIOD					
1	Mobilization, Bonding, Insurance	\$174,000.00	\$174,000.00	\$0.00	\$0.00	\$174,000.00	100%	\$0.00	(\$17,400.00)
2	Demolition and Removals	\$26,860.00	\$26,860.00	\$0.00	\$0.00	\$26,860.00	100%	\$0.00	(\$2,686.00)
3	Concrete Trail (10' x 6" thick) 23,770 sf @ 4.62 =	\$109,817.40	\$35,944.00	\$73,873.80	\$0.00	\$109,817.80	100%	(\$0.40)	(\$10,981.00)
4	Fire Lane	\$157,140.58	\$135,436.00	\$21,704.50	\$0.00	\$157,140.50	100%	\$0.08	(\$15,714.00)
5	Sidewalk Tie Ins	\$5,208.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$5,208.00	\$0.00
6	Bollards	\$6,600.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$6,600.00	\$0.00
7	Detectable Warming Panels 95 sf @ 53.00 =	\$5,035.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$5,035.00	\$0.00
8	Air Compressor Pad	\$500.00	\$0.00	\$500.00	\$0.00	\$500.00	100%	\$0.00	(\$50.00)
9	Electrical (separate breakdown to follow)	\$291,372.00	\$161,682.97	\$99,261.80	\$0.00	\$260,944.77	90%	\$30,427.23	(\$26,094.00)
10	Irrigation, + design change (breakdown to follow)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$0.00	
10a	Irrigation: lawn sprinkler system installation	\$159,240.00	\$65,640.00	\$0.00	\$0.00	\$65,640.00	41%	\$93,600.00	(\$6,564.00)
10b	Irrigation: sprinkler material	\$130,186.00	\$114,793.44	\$0.00	\$0.00	\$114,793.44	88%	\$15,392.56	(\$11,479.00)
10c	Irrigation: pump station installation	\$75,789.62	\$47,042.00	\$0.00	\$0.00	\$47,042.00	82%	\$10,097.62	(\$4,704.00)
10d	Irrigation: watertronics pump station material	\$97,673.38	\$97,673.38	\$0.00	\$0.00	\$97,673.88	100%	\$0.00	(\$9,767.00)
11	Otterbine Package	\$60,000.00	\$60,000.00	\$0.00	\$0.00	\$60,000.00	100%	\$0.00	(\$6,000.00)
12	Seeding (Lawn) 14 acres @ 3600 =	\$50,400.00	\$0.00	\$23,400.00	\$0.00	\$23,400.00	46%	\$27,000.00	(\$2,340.00)
13	Seeding (Native Grass) 1.5 acres @ 3800 =	\$5,700.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$5,700.00	\$0.00
14	Shoreline Protection	\$16,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$16,000.00	\$0.00
15	Watertronics station install by Uleman Irrigation	-(18,650.00)	(\$18,650.00)	\$0.00	\$0.00	\$0.00	0%	(\$18,650.00)	\$0.00
16	SWPP Plans	\$68,080.00	\$68,080.00	\$5,970.00	\$0.00	-\$74,050.00	109%	\$0.00	(\$7,405.00)
17	Bioswale Basin (all-inclusive)	\$112,340.00	\$84,255.00	\$15,000.00	\$0.00	\$99,255.00	30%	\$13,085.00	(\$9,925.00)
18	Earthwork (placement, agg. base for paving, backfilling paving)	\$211,485.36	\$190,336.75	\$10,000.00	\$0.00	\$200,336.75	95%	\$11,148.61	(\$20,033.00)
19	Change order #1 including all 4 items as referenced in CO#01	\$15,000.00	\$13,300.00	\$0.00	\$0.00	\$13,300.00	88.67%	\$1,700.00	(\$1,330.00)
GRAND TOTALS		\$1,759,777.34	\$1,275,043.54	\$249,710.10	\$0.00	\$1,524,754.14	87%	\$222,343.70	(\$152,472.00)

Users may obtain validation of this document by requesting of the license a completed AIA Document D401 - Certification of Document's Authenticity

\$68,080.00

ok to pay  
5/29/19  
16.72.0942 .003  
J.C.

**Invoice**

listen.DESIGN.deliver  
 6457 Frances Street, Suite 200  
 Omaha, NE 68106  
 402-393-4100 Fax 402-393-8747

John Kottmann, PE  
 Director Public Works  
 City of La Vista  
 Email Inv: jkottmann@cityoflavista.org  
 9900 Portal Road  
 La Vista, NE 68128

March 11, 2019

Project No: 10-17105-01  
 Invoice No: 0159878

Project 10-17105-01 La Vista City Centre Parking Fac CA

**Billing Period: February 1, 2019 to February 28, 2019**

**Fee**

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Construction Services	34,000.00	100.00	34,000.00	33,320.00	680.00
Additional Services	13,458.00	8.00	1,076.64	0.00	1,076.64
Total Fee	47,458.00		35,076.64	33,320.00	1,756.64
<b>Total Fee</b>					<b>1,756.64</b>

**Reimbursable Expenses**

Travel Expenses-Mileage		5.45	
<b>Total Reimbursables</b>		<b>5.45</b>	<b>5.45</b>
		<b>Total this Invoice</b>	<b>\$1,762.09 ←</b>

**Billings to Date**

	Current	Prior	Total
Fee	1,756.64	33,320.00	35,076.64
Consultant	0.00	25,467.50	25,467.50
Expense	5.45	180.53	185.98
<b>Totals</b>	<b>1,762.09</b>	<b>58,968.03</b>	<b>60,730.12</b>

OK. to pay

JK 5-20-2019

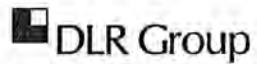
15.71.0511.003

We appreciate your confidence in us and thank you in advance for your payment.  
 Being environmentally friendly, we encourage payments via Wire Transfer.  
 Routing number: 121000248 Account Number: 4945435436

Matthew Gulsvig, AIA, LEED AP

Payment due and interest charged per contract terms. Remit to address at the top of this invoice.

Consent Agenda 4/4/19 (RC)

**Invoice**

listen.DESIGN.deliver  
6457 Frances Street, Suite 200  
Omaha, NE 68106  
402-393-4100 Fax 402-393-8747

John Kottmann, PE  
Director Public Works  
City of La Vista  
Email Inv: jkottmann@cityoflavista.org  
9900 Portal Road  
La Vista, NE 68128

May 10, 2019

Project No: 10-17105-01  
Invoice No: 0161766

Project 10-17105-01 La Vista City Centre Parking Fac CA

Billing Period: April 1, 2019 to April 30, 2019

**Fee**

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Construction Services	34,000.00	100.00	34,000.00	34,000.00	0.00
Additional Services	13,458.00	40.00	5,383.20	1,076.64	4,306.56
Total Fee	47,458.00		39,383.20	35,076.64	4,306.56
<b>Total Fee</b>					<b>4,306.56</b>

**Consultants**

AGA Consulting, Inc.	525.00
<b>Total Consultants</b>	<b>525.00</b>
<b>Total this Invoice</b>	<b>\$4,831.56</b>

**Outstanding Invoices**

Number	Date	Balance
0159878	3/11/2019	1,762.09
<b>Total</b>		<b>1,762.09</b>

O.K. to pay

EFMK 5-20-2019

15.71.0311.003

**Billings to Date**

	Current	Prior	Total
Fee	4,306.56	35,076.64	39,383.20
Consultant	525.00	25,467.50	25,992.50
Expense	0.00	185.98	185.98
<b>Totals</b>	<b>4,831.56</b>	<b>60,730.12</b>	<b>65,561.68</b>

We appreciate your confidence in us and thank you in advance for your payment.  
Being environmentally friendly, we encourage payments via Wire Transfer.  
Routing number: 121000248 Account Number: 4945435436

Matthew Gulsvig, AIA, LEED AP

Payment due and interest charged per contract terms. Remit to address at the top of this invoice.

Consent Agenda 6/4/19 @

## Invoice



listen.DESIGN.deliver  
 6457 Frances Street, Suite 200  
 Omaha, NE 68106  
 402-393-4100 Fax 402-393-8747

John Kottmann, PE  
 Director Public Works  
 City of La Vista  
 Email Inv: [jkottmann@cityoflavista.org](mailto:jkottmann@cityoflavista.org)  
 9900 Portal Road  
 La Vista, NE 68128

May 10, 2019

Project No: 10-17105-20  
 Invoice No: 0161767

Project 10-17105-20 La Vista City Centre Garage Video Surv

Billing Period: April 1, 2019 to April 30, 2019

**Fee**

Total Fee	14,950.00		
Percent Complete	90.00	Total Earned	13,455.00
		Previous Fee Billing	12,707.50
		Current Fee Billing	747.50
		<b>Total Fee</b>	<b>747.50</b>
		<b>Total this Invoice</b>	<b>\$747.50 ←</b>

**Outstanding Invoices**

Number	Date	Balance
0160619	4/10/2019	747.50
<b>Total</b>		<b>747.50</b>

o.k. to pay

EMK 5-17-2019  
 15.71.0911.003

**Billings to Date**

	Current	Prior	Total
Fee	747.50	12,707.50	13,455.00
<b>Totals</b>	<b>747.50</b>	<b>12,707.50</b>	<b>13,455.00</b>

We appreciate your confidence in us and thank you in advance for your payment.  
 Being environmentally friendly, we encourage payments via Wire Transfer.  
 Routing number: 121000248 Account Number: 4945435436

Eric Kamin, PE

A-8



# Invoice

Reference Invoice Number with Payment

**HDR Engineering Inc.**  
Omaha, NE 68106  
Phone: (402) 399-1000

HDR Invoice No. 1200189441  
Invoice Date 06-MAY-2019  
Invoice Amount Due \$13,968.68  
Payment Terms 30 NET

Remit To PO Box 74008202  
City of La Vista Chicago, IL 60674-8202  
Rita Ramirez Bank of America ML US  
8116 Park View Blvd ABA# 081000032  
La Vista, NE 68128 Account# 355004076604

**City of La Vista**  
Rita Ramirez  
8116 Park View Blvd  
La Vista, NE 68128

Project Management for Services for Public Improvements and Other Works.

Professional Services  
From: 31-MAR-2019 To: 27-APR-2019

Professional Services Summarization	Hours	Billing Rate	Amount
Administrative	1.50		90.14
Civil Engineer	34.75		5,589.40
Communications Coordinator	14.50		1,261.50
Construction Field Representative	19.50		1,613.18
Graphic Designer	5.50		442.80
Project Controller	0.50		52.47
Project Manager	17.00		3,981.57
Sr. Civil Engineer	5.00		835.05
	<b>98.25</b>		<b>\$13,866.11</b>
		<b>Total Professional Services</b>	<b>\$13,866.11</b>

Expense Summarization	Quantity	Billing Rate	Amount
Mileage Personal	156.00		90.48
Printing/Reprographics			12.09
<b>Total Expenses</b>			<b>\$102.57</b>

<b>Amount Due This Invoice (USD)</b>	<b>\$13,968.68</b>
--------------------------------------	--------------------

Fee Amount	\$675,289.00
Fee Invoiced to Date	\$435,183.47
Fee Remaining	\$240,105.53

HDR Internal Reference Only	
Client Number	41331
Cost Center	10134
Project Number	10053040

05.71.0909.03  
R. Ramirez  
5-17-19

Consent Agenda 6/4/19 (P)

# Invoice

HDR Invoice No. 1200189441  
 Invoice Date 06-MAY-2019

## Professional Services and Expense Detail

Project Number:	10053040	Project Description:	LaVista-Project Mgmt Svcs		
Task Number:	1.0	Task Description:	Project Management		
<b>Professional Services</b>					
			Hours	Billing Rate	Amount
Civil Engineer	Christiansen, Adam P.		4.00	113.46	453.84
Project Controller	Clifton, Rachel M		0.50	104.94	52.47
Project Manager	Koenig, Christopher J		17.00	234.21	3,981.57
Sr. Civil Engineer	Cain, Christopher A		5.00	167.01	835.05
			<b>26.50</b>		<b>\$5,322.93</b>
			<b>Total Professional Services</b>		<b>\$5,322.93</b>
<b>Expense</b>					
			Qty	Billing Rate	Amount
Mileage Personal	Koenig, Christopher J		72.00	0.58	41.76
Printing/Reprographics	ARC Document Solutions LLC				7.59
			<b>Total Expense</b>		<b>\$49.35</b>
			<b>Total Task</b>		<b>\$5,372.28</b>

## Professional Services and Expense Detail

Project Number:	10053040	Project Description:	LaVista-Project Mgmt Svcs		
Task Number:	2.0	Task Description:	Construction Team Coordination		
<b>Professional Services</b>					
			Hours	Billing Rate	Amount
Administrative	Anderson, Scott D		1.50	60.09	90.14
Civil Engineer	Cain, Christopher A		30.75	167.01	5,135.56
Construction Field Representative	Baldwin, Richard L (Rich)		5.00	98.61	493.05
			<b>37.25</b>		<b>\$5,718.75</b>
			<b>Total Professional Services</b>		<b>\$5,718.75</b>
<b>Expense</b>					
			Qty	Billing Rate	Amount
Mileage Personal	Cain, Christopher A		84.00	0.58	48.72
Printing/Reprographics	ARC Document Solutions LLC				4.50
			<b>Total Expense</b>		<b>\$53.22</b>
			<b>Total Task</b>		<b>\$5,771.97</b>

# Invoice

HDR Invoice No. 1200189441  
Invoice Date 06-MAY-2019

## Professional Services and Expense Detail

Project Number:	10053040	Project Description:	LaVista-Project Mgmt Svcs
Task Number:	3.0	Task Description:	Public Outreach
<b>Professional Services</b>			
Communications Coordinator	Veldhouse, Kristen Lynn	Hours	Billing Rate
Graphic Designer	George, Elizabeth L	14.50	87.00
Graphic Designer	Rolfs, Christina A	4.00	74.70
		1.50	96.00
		<b>20.00</b>	<b>\$1,704.30</b>
		<b>Total Professional Services</b>	<b>\$1,704.30</b>
		<b>Total Task</b>	<b>\$1,704.30</b>

## Professional Services and Expense Detail

Project Number:	10053040	Project Description:	LaVista-Project Mgmt Svcs
Task Number:	6.0	Task Description:	Special Inspection Services
<b>Professional Services</b>			
Construction Field Representative	Hannafious, Cody J	Hours	Billing Rate
		14.50	77.25
		<b>14.50</b>	<b>\$1,120.13</b>
		<b>Total Professional Services</b>	<b>\$1,120.13</b>
		<b>Total Task</b>	<b>\$1,120.13</b>

## Invoice

601 P St Suite 200  
 PO Box 84608  
 Lincoln, NE 68501-4608  
 Tel 402.474.6311, Fax 402.474.5063

O.K. to pay  
 5/17/2019  
 16.71,0909.003

olsson

May 16, 2019  
 Invoice No: 328283

Invoice Total \$58,403.04 ←

City of La Vista NE  
 8116 Park View Blvd  
 La Vista, NE 68128-2198

Olsson Project # B16-0546 ✓ La Vista NE City Centre Phase 1 Public Infrastructure  
 Professional services rendered April 7, 2019 through May 4, 2019 for work completed in accordance with agreement dated October 7, 2016 and Amendment #1 dated July 7, 2017, Amendment #2 dated July 21, 2017, Amendment #3 dated November 21, 2017, Amendment #4 dated May 17, 2018, and Amendment #5 dated October 24, 2018.

NTP: 12.06.16  
 City of La Vista Project No. CD-17-008

Phase 300 Project Management (Including Amendments 2, 3 & 5)

## Labor

	Hours	Rate	Amount
Team/Technical Leader			
Egelhoff, Anthony	3.25	185.00	601.25
Totals	3.25		601.25
<b>Total Labor</b>			<b>601.25</b>
			<b>Total this Phase</b>
			<b>\$601.25 ✓</b>

Phase 400 Construction Services (Including Amendments 3 & 5)

## Labor

	Hours	Rate	Amount
Technician			
Belling, James	8.00	60.00	480.00 ✓
Fong, Gabriel	3.00	60.00	180.00 ✓
Fredrick, Dulitha	8.00	60.00	480.00 ✓
Hineline, Mitchell	1.50	60.00	90.00 ✓
Snyder, Sue	2.25	60.00	135.00 ✓
Whitman, Drew	8.50	60.00	510.00 ✓
Project Manager			
Markham, Matthew	63.25	115.00	7,273.75 ✓

INVOICE PAYMENT IS REQUESTED WITHIN 30 DAYS

Consent Agenda 6/4/19 (2)

Project	B16-0546	La Vista NE City Centre Phase 1 Public			Invoice	328283
Assistant Engineer						
Turek, Zachary		109.00	90.00	9,810.00	✓	
Associate Surveyor						
Hanna, Daniel		34.50	110.00	3,795.00	✓	
1-Man Survey Crew						
Keuck, Quentin		6.00	110.00	660.00	✓	
2-Man Survey Crew						
Bang, Joshua		17.50	150.00	2,625.00	✓	
Drake, Brian		2.00	150.00	300.00	✓	
Keuck, Quentin		3.00	150.00	450.00	✓	
Rokusek, Zachary		17.50	150.00	2,625.00	✓	
Team/Technical Leader						
Egelhoff, Anthony		13.75	185.00	2,543.75	✓	
Team Leader						
Rothanzl, Terrence		2.50	112.00	280.00	✓	
Underwood, James		5.50	176.00	968.00	✓	
Totals		305.75		33,205.50		
<b>Total Labor</b>					<b>33,205.50</b>	✓

#### Unit Billing

##### Compressive Strength - Concrete

3 Tests @ \$15/Test	45.00	
3 Tests @ \$15/Test	45.00	
3 Tests @ \$15/Test	45.00	
3 Tests @ \$15/Test	45.00	
3 Tests @ \$15/Test	45.00	
5 Tests @ \$15/Test	75.00	
<b>Total Units</b>	<b>300.00</b>	<b>300.00</b>
		✓
<b>Total this Phase</b>	<b>\$33,505.50</b>	✓

##### Phase 402 SWPPP Inspections (Including Amendment 5)

Fee			
Number of Mo Insp Fees	1.00		
Fee Each	800.00		
Subtotal	800.00		
	<b>Subtotal</b>	<b>800.00</b>	
	<b>Total this Phase</b>	<b>\$800.00</b>	✓

##### Phase 900 Expenses (Including Amendment 5)

#### Reimbursable Expenses

Personal Vehicle Mileage	47.25	
<b>Total Reimbursables</b>	<b>47.25</b>	<b>47.25</b>

INVOICE PAYMENT IS REQUESTED WITHIN 30 DAYS

Project	B16-0546	La Vista NE City Centre Phase 1 Public	Invoice	328283
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**Unit Billing**

Field Vehicle	65.0 Miles @ 0.75	48.75
Field Vehicle	195.0 Miles @ 0.75	146.25
Field Vehicle	491.0 Miles @ 0.75	368.25
Field Vehicle	28.0 Miles @ 0.75	21.00
Field Vehicle	7.0 Miles @ 0.75	5.25
Field Vehicle	24.0 Miles @ 0.75	18.00
Field Vehicle	43.0 Miles @ 0.75	32.25
Field Vehicle	40.0 Miles @ 0.75	30.00
Field Vehicle	7.0 Miles @ 0.75	5.25
Field Vehicle	12.0 Miles @ 0.75	9.00
Field Vehicle	9.0 Miles @ 0.75	6.75
Survey Supplies		225.13
<b>Total Units</b>		<b>915.88</b>
		<b>Total this Phase</b>
		<b>\$963.13 ✓</b>

Phase	913	Amendment 1 Pavement Rehabilitation Project Management
-------	-----	--

**Labor**

	Hours	Rate	Amount
Team/Technical Leader			
Egelhoff, Anthony	.25	185.00	46.25
<b>Totals</b>	<b>.25</b>		<b>46.25</b>
<b>Total Labor</b>			<b>46.25</b>
			<b>Total this Phase</b>
			<b>\$46.25 ✓</b>

Phase	915	Amendment 1 Pavement Rehabilitation Expenses
-------	-----	--

**Reimbursable Expenses**

Equipment	288.66
Personal Vehicle Mileage	9.75
<b>Total Reimbursables</b>	<b>298.41</b>
	<b>\$298.41 ✓</b>

**Unit Billing**

Field Vehicle	10.0 Miles @ 0.75	7.50
Field Vehicle	28.0 Miles @ 0.75	21.00
Field Vehicle	149.0 Miles @ 0.75	111.75
Survey Supplies		77.50
<b>Total Units</b>		<b>217.75</b>
		<b>Total this Phase</b>
		<b>\$516.16 ✓</b>

Phase	930	Amendment #4 84th Street Pavement & Sewers
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INVOICE PAYMENT IS REQUESTED WITHIN 30 DAYS

Project	B16-0546	La Vista NE City Centre Phase 1 Public	Invoice	328283
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**Labor**

	Hours	Rate	Amount
Associate Surveyor	-12.25	110.00	-1,347.50
2-Man Survey Crew	-18.00	150.00	-2,700.00
Team/Technical Leader	1.25	185.00	231.25
Team Leader	.50	112.00	-56.00
<b>Totals</b>	<b>-29.50</b>		<b>-3,872.25</b>
<b>Total Labor</b>			<b>-3,872.25</b>
		<b>Total this Phase</b>	<b>-\$3,872.25</b>

Phase 940 Amendment #6 Pavement Rehabilitation Construction Services

**Labor**

	Hours	Rate	Amount
Technician	47.00	60.00	2,820.00
Project Manager	51.25	115.00	5,893.75
Assistant Engineer	59.50	90.00	5,355.00
Associate Surveyor	7.00	110.00	770.00
2-Man Survey Crew	7.50	150.00	1,125.00
Team/Technical Leader	9.50	185.00	1,757.50
Construction Services Senior Manager	11.25	133.00	1,496.25
Construction Services Senior Technician	45.00	90.00	4,050.00
Administrative	2.50	73.00	182.50
Team Leader	.50	112.00	56.00
<b>Totals</b>	<b>241.00</b>		<b>23,506.00</b>
<b>Total Labor</b>			<b>23,506.00</b>

**Unit Billing**

Field Vehicle	166.0 Miles @ 0.75	124.50
Field Vehicle	23.0 Miles @ 0.75	17.25
Field Vehicle	39.0 Miles @ 0.75	29.25
Field Vehicle	8.0 Miles @ 0.75	6.00
Asphalt Extraction/Gradation		
5 Tests @ \$250/Test		1,250.00
Compressive Strength - Concrete		
5 Tests @ \$15/Test		75.00
5 Tests @ \$15/Test		75.00
5 Tests @ \$15/Test		75.00
5 Tests @ \$15/Test		75.00
6 Tests @ \$15/Test		90.00
5 Tests @ \$15/Test		75.00
3 Tests @ \$15/Test		45.00

INVOICE PAYMENT IS REQUESTED WITHIN 30 DAYS

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Project	B16-0546	La Vista NE City Centre Phase 1 Public	Invoice	328283
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Theoretical M.S.G.

5 Tests @ \$80/Test 400.00

Total Units	2,337.00	2,337.00
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Total this Phase	\$25,843.00
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**Billing Limits** Current Prior To-Date

Total Billings	58,403.04	871,855.72	930,258.76
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Limit		1,116,326.50	
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Balance Remaining		186,067.74	
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AMOUNT DUE THIS INVOICE	\$58,403.04
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Email Invoices to: [jkottmann@cityoflavista.org](mailto:jkottmann@cityoflavista.org)

Authorized By: Anthony Egelhoff

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INVOICE PAYMENT IS REQUESTED WITHIN 30 DAYS

A-10



April 30, 2019

Project No: R3001.477.01

Invoice No: 45559

Ann Birch  
 Community Development Director  
 City of La Vista  
 8116 Parkview Blvd  
 La Vista, NE 68128

Project R3001.477.01 LaVista, City of - Civic Center Park PHZ Z-  
Professional Services through April 30, 2019 *EFMK*

**Fee**

Billing Phase	Fee	Billed %	Earned	Prior Fee	Current Fee
Schematic Design	14,400.00	100.00	14,400.00	14,400.00	0.00
Design Development	20,900.00	100.00	20,900.00	20,900.00	0.00
Construction Documents	22,600.00	100.00	22,600.00	22,600.00	0.00
Bidding/Negotiation	5,000.00	100.00	5,000.00	5,000.00	0.00
Contract Administration	20,900.00	79.1291	16,537.99	15,675.00	862.99
Post-Occupancy	600.00	0.00	0.00	0.00	0.00
Total Fee	84,400.00		79,437.99	78,575.00	862.99
			<b>Total Fee</b>		<b>862.99</b>

**Reimbursable Expenses**

Printing	20.40
<b>Total Reimbursables</b>	<b>20.40</b>
<b>Total this Invoice</b>	<b>\$883.39 ←</b>

**APPROVED**

Consent Agenda  
 CAS 5-16-19

O.K. to pay

EFMK 5-17-2019

16.71,0942.003

Consent Agenda 6/4/19 (w)





Thompson, Dreessen & Dorner, Inc.  
Consulting Engineers & Land Surveyors

Please remit to:  
TD2 Nebraska Office  
10836 Old Mill Road; Omaha, NE 68154  
Office: 402/330-8860 Fax: 402/330-5866

TD2 South Dakota Office  
5000 S. Minnesota Ave., Ste. 300; Sioux Falls, SD 57108  
Office: 605/951-0886

CITY OF LA VISTA  
JOHN KOTTMANN  
9900 PORTAL ROAD  
LA VISTA, NE 68128

Invoice number 131462  
Date 05/22/2019  
Project 0171-417 LA VISTA PHASE 1 GOLF  
COURSE TRANSFORMATION -  
PROPOSED LAKE IMPROVEMENTS

Professional Services from April 22, 2019 through May 19, 2019

PO #18-0080

Description	Contract Amount	Prior Billed	Remaining	Current Billed
Interface Area Topographic Survey	6,700.00	6,700.00	0.00	0.00
Construction Staking - Sanitary Sewer Relocation Phase 2	3,000.00	3,000.00	0.00	0.00
Construction Staking - Trail Phase 2	5,000.00	4,882.55	117.45	0.00
Pre-Construction "As-Built" Survey Phase 2	7,500.00	3,602.50	3,897.50	0.00
Post Construction "As-Built Survey Phase 2	7,500.00	0.00	7,500.00	0.00
Construction Administration - Sanitary Sewer Relocation Ph 2	7,500.00	6,783.90	716.10	0.00
Meetings	8,000.00	3,988.70	3,360.90	650.40
Construction Testing - Sanitary Sewer Relocation Phase 2	25,000.00	15,328.54	9,671.46	0.00
Construction Testing - Trail Phase 2	15,000.00	8,846.84	3,934.68	2,218.48
Erosion Control Monitoring and Reporting Services	9,000.00	2,039.55	6,043.50	916.95
3D Video Update Phase 2	5,500.00	5,229.39	270.61	0.00
Total	99,700.00	60,401.97	35,512.20	3,785.83

Invoice total 3,785.83

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
131077	04/30/2019	8,289.80	8,289.80				
131462	05/22/2019	3,785.83	3,785.83				
	Total	12,075.63	12,075.63	0.00	0.00	0.00	0.00

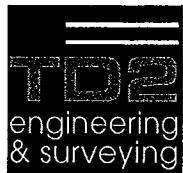
O.K. to pay  
P MK 5-28-2019  
16,71,0942.003

Terms Net 30 Days. A Finance Charge of 1 1/2% Per Month (18% per Annum) Will Be Charged on Past Due Accounts. Also Liable for all Legal and Collection Fees. Invoices not paid within 90 days of the invoice date will be subject to possible lien filings.

Consent Agenda 6/4/19 (re)

A-12

INVOICE



Thompson, Dreessen & Dorner, Inc.  
Consulting Engineers & Land Surveyors

Please remit to:

TD2 Nebraska Office  
10836 Old Mill Road; Omaha, NE 68154  
Office: 402/330-8860 Fax: 402/330-5866

TD2 South Dakota Office  
5000 S. Minnesota Ave., Ste. 300; Sioux Falls, SD 57108  
Office: 605/951-0886

CITY OF LA VISTA  
JOHN KOTTMANN  
9900 PORTAL ROAD  
LA VISTA, NE 68128

Invoice number 131461  
Date 05/22/2019

Project 0171-417 LA VISTA PHASE <sup>Z</sup> GOLF  
COURSE TRANSFORMATION -  
PROPOSED LAKE IMPROVEMENTS

Professional Services from April 22, 2019 through May 19, 2019

PO #18-0080

Description	Contract Amount	Prior Billed	Remaining	Current Billed
Construction Staking	20,000.00	19,888.55	111.45	0.00
Construction Administration	4,000.00	4,000.00	0.00	0.00
Construction Observation	5,000.00	4,750.35	249.65	0.00
Construction Testing/Geotechnical Observation	105,000.00	100,890.03	4,109.97	0.00
Erosion Control Monitoring and Reporting Services	7,500.00	7,500.00	0.00	0.00
Grading "As-Built" Drawings	3,500.00	3,358.75	141.25	0.00
Sanitary Sewer Relocation	15,000.00	14,069.57	310.43	620.00
3D Visualization	3,500.00	3,500.00	0.00	0.00
Additional Design Team Meeting Attendance	2,000.00	1,986.65	13.35	0.00
Construction Phase Progress Meeting Attendance	7,500.00	7,496.66	3.34	0.00
Total	173,000.00	167,440.56	4,939.44	620.00

Invoice total

620.00

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
131076	04/30/2019	3,505.00	3,505.00				
131461	05/22/2019	620.00	620.00				
	Total	4,125.00	4,125.00	0.00	0.00	0.00	0.00

Terms Net 30 Days. A Finance Charge of 1 1/2% Per Month (18% per Annum) Will Be Charged on Past Due Accounts. Also Liable for all Legal and Collection Fees. Invoices not paid within 90 days of the invoice date will be subject to possible lien filings.

O.K. to pay

EFNK 5-28-2019

16.71.0942.003

Consent Agenda 6/4/19



Thompson, Dreessen & Dorner, Inc.  
Consulting Engineers & Land Surveyors

INVOICE

Please remit to:  
TD2 Nebraska Office  
10836 Old Mill Road; Omaha, NE 68154  
Office: 402/330-8860 Fax: 402/330-5866

TD2 South Dakota Office  
5000 S. Minnesota Ave., Ste. 300; Sioux Falls, SD 57108  
Office: 605/951-0886

CITY OF LA VISTA  
JOHN KOTTMANN  
9900 PORTAL ROAD  
LA VISTA, NE 68128

Invoice number 131420  
Date 05/14/2019  
Project 0171-19 CITY OF LA VISTA MISC.  
SERVICES, 2019, SURVEY

Professional Services from April 08, 2019 through May 14, 2019

0171-19-002 TAX LOT 13 IN THE SW 1/4 OF SECTION 14-14-12, SARPY COUNTY, NEBRASKA

Description	Current Billed
Prepare Topographic Survey - Edgewood Blvd & Valley Rd	4,500.00
Total	4,500.00

Invoice total 4,500.00 ←

O.K. to pay  
EFMK 5-29-2019  
08.81.0303.027

Terms Net 30 Days. A Finance Charge of 1 1/2% Per Month (18% per Annum) Will Be Charged on Past Due Accounts. Also Liable for all Legal and Collection Fees. Invoices not paid within 90 days of the invoice date will be subject to possible lien filings.

Consent Agenda 6/4/19 (R)

A-14

# INVOICE

wellington

7304 W 130th St, Ste 370

Overland Park, KS 66213

913.402.1881

[www.WellingtonExperience.com](http://www.WellingtonExperience.com)

## Program Name: City of La Vista 60th Anniversary Celebration

Prepared by: Denise Barron

Date: 05.27.19

**Bill To**  
City of La Vista  
Crystal Larson  
Phone: 402-593-6424  
Email: clanson@cityoflavista.org

**Invoice Summary**  
**Account #** 1953  
**PO** N/A  
**Invoice #** 6220  
**Due Date** Upon Receipt

Description of Services	Amount
Initial Deposit	\$10,000.00

**Amount Due:** \$10,000.00



**Always a pleasure doing business with you.**

Note: A minimum delinquent fee of 1.5% may be charged on invoices 30 days or more past due.

There is a 3% processing fee for credit card payments.

Consent Agenda 6/4/19  
*(initials)*

Consent Agenda  
08.81.0303.002

User: mgustafson

DB: La Vista

Check #	Check Date	Vendor Name	Amount	Voided
129651	05/23/2019	ARROW STAGE LINES	671.00	N
129652	05/23/2019	COX COMMUNICATIONS, INC.	324.06	N
129653	05/23/2019	CULLIGAN OF OMAHA	14.00	N
129654	05/23/2019	D & K PRODUCTS	183.00	N
129655	05/23/2019	DESIGN WORKSHOP INC	35,592.50	N
129656	05/23/2019	FELSBURG HOLT & ULLEVIG INC	1,250.00	N
129657	05/23/2019	GRAHAM CONSTRUCTION, INC	148,710.69	N
129658	05/23/2019	HAWKINS CONSTRUCTION COMPANY	406,357.20	N
129659	05/23/2019	HY-VEE INC	104.00	N
129660	05/23/2019	LA VISTA COMMUNITY FOUNDATION	60.00	N
129661	05/23/2019	MARTIN ASPHALT - MONARCH OIL	540.20	N
129662	05/23/2019	OMNI ENGINEERING	2,363.36	N
129663	05/23/2019	PAPILLION SANITATION	1,182.98	N
129664	05/23/2019	PER MAR SECURITY SERVICES	126.00	N
129665	05/23/2019	SARPY COUNTY COURTHOUSE	4,207.68	N
129666	05/23/2019	SWAIN CONSTRUCTION INC	865,175.01	N
129667	05/23/2019	THOMPSON DREESSEN & DORNER, IN	12,965.80	N
129668	05/23/2019	VERIZON CONNECT NWF, INC.	731.25	N
129669	05/23/2019	VIERREGGER ELECTRIC COMPANY	202.50	N
129670	06/04/2019	A-RELIEF SERVICES INC	2,205.00	N
129671	06/04/2019	ACCO UNLIMITED CORPORATION	359.00	N
129672	06/04/2019	AMAZON.COM SERVICES, INC.	583.00	N
129673	06/04/2019	AMERICAN DREAM HOME IMPROVEME	30.00	N
129674	06/04/2019	AXON ENTERPRISE INC	6,400.00	N
129675	06/04/2019	BKD LLP	1,880.00	N
129676	06/04/2019	BLACK HILLS ENERGY	986.04	N
129677	06/04/2019	BOB'S RADIATOR REPAIR CO INC	48.00	N
129678	06/04/2019	BODY BASICS INC	10,396.00	N
129679	06/04/2019	BOLD OFFICE SOLUTIONS	510.60	N
129680	06/04/2019	BUETHE, PAM	127.00	N
129681	06/04/2019	CENTER POINT, INC.	55.42	N
129682	06/04/2019	CENTURY LINK	460.55	N
129683	06/04/2019	CENTURY LINK BUSN SVCS	62.98	N
129684	06/04/2019	CITY OF OMAHA	189,100.80	N
129685	06/04/2019	CITY OF PAPILLION	170,752.00	N
129686	06/04/2019	CIVICPLUS	17,324.12	N
129687	06/04/2019	CMS-CTR FOR MUNICIPAL SOLUTNS	2,725.00	N
129688	06/04/2019	COMP CHOICE INC	425.00	N
129689	06/04/2019	DATASHIELD CORPORATION	220.00	N
129690	06/04/2019	DIGITAL EXPRESS	89.91	N
129691	06/04/2019	DULTMEIER SALES LLC	357.00	N
129692	06/04/2019	DXP ENTERPRISES INC	110.00	N
129693	06/04/2019	EDGEWEAR SCREEN PRINTING	1,581.20	N
129694	06/04/2019	EN POINTE TECHNOLOGIES SALES	714.00	N
129695	06/04/2019	EVENT STAGING SYSTEMS LLC	2,500.00	N
129696	06/04/2019	EXPRESS DISTRIBUTION LLC	506.83	N
129697	06/04/2019	FASTENAL COMPANY	35.53	N
129698	06/04/2019	FILTER CARE OF NEBRASKA	231.70	N
129699	06/04/2019	FINDAWAY WORLD, LLC	488.90	N
129700	06/04/2019	FIRST NATIONAL BANK FREMONT	148,997.50	N
129701	06/04/2019	FLEET US LLC	156.55	N
129702	06/04/2019	FOCUS PRINTING	921.28	N
129703	06/04/2019	FUN SERVICES	1,539.00	N
129704	06/04/2019	GALE	75.72	N
129705	06/04/2019	GCR TIRES & SERVICE	2,252.21	N
129706	06/04/2019	GENERAL FIRE & SAFETY EQUIP CO	396.00	N
129707	06/04/2019	GENUINE PARTS COMPANY-OMAHA	1,022.70	N
129708	06/04/2019	GRETNA WELDING INC	400.00	N
129709	06/04/2019	GRUNWALD MECHANICAL CONTRACT	112.00	N
129710	06/04/2019	H & H CHEVROLET LLC	324.91	N

User: mgustafson

DB: La Vista

Check #	Check Date	Vendor Name	Amount	Voided
129711	06/04/2019	HUNTEL COMMUNICATIONS, INC	182.90	N
129712	06/04/2019	HY-VEE INC	127.50	N
129713	06/04/2019	INFOGROUP	1,250.00	N
129714	06/04/2019	INGRAM LIBRARY SERVICES	2,328.32	N
129715	06/04/2019	JAMIE BROWN	230.50	N
129716	06/04/2019	KRIHA FLUID POWER CO INC	78.63	N
129717	06/04/2019	KUBOTA OF OMAHA	117.30	N
129718	06/04/2019	LERNER PUBLISHING GROUP INC	13.49	N
129719	06/04/2019	LIBRARY ADVANTAGE	335.00	N
129720	06/04/2019	LIBRARY IDEAS LLC	995.00	N
129721	06/04/2019	LOGO LOGIX EMBROIDERY & SCREEN	200.00	N
129722	06/04/2019	LOU'S SPORTING GOODS	129.80	N
129723	06/04/2019	MARCO INCORPORATED	123.84	N
129724	06/04/2019	MARTIN ASPHALT - MONARCH OIL	521.70	N
129725	06/04/2019	MATHESON TRI-GAS INC	78.09	N
129726	06/04/2019	MCNEIL, JOSHUA	221.00	N
129727	06/04/2019	MENARDS-RALSTON	247.38	N
129728	06/04/2019	METROPOLITAN UTILITIES DIST.	2,672.03	N
129731	06/04/2019	MIDWEST TAPE	64.88	N
129732	06/04/2019	MOBOTREX, INC.	4,500.00	N
129733	06/04/2019	MUZZY ICE SERVICE INC	257.50	N
129734	06/04/2019	NEBRASKA LAW ENFORCEMENT	156.00	N
129735	06/04/2019	NEBRASKA SALT & GRAIN COMPANY	6,160.84	N
129736	06/04/2019	NEWMAN TRAFFIC SIGNS INC	31.31	N
129737	06/04/2019	NMC EXCHANGE LLC	1,073.87	N
129738	06/04/2019	OFFICE DEPOT INC	275.51	N
129739	06/04/2019	OMAHA WINNELSON SUPPLY	187.12	N
129740	06/04/2019	OMNI ENGINEERING	7,653.21	N
129741	06/04/2019	PARK YOUR PAWZ INC	423.72	N
129742	06/04/2019	PLAINS EQUIPMENT GROUP	475.02	N
129743	06/04/2019	PROJECT LIFESAVER INC	131.99	N
129744	06/04/2019	RDG PLANNING & DESIGN	453.70	N
129745	06/04/2019	ROTELLA'S ITALIAN BAKERY	449.91	N
129746	06/04/2019	SCHEMMER ASSOCIATES INC	520.00	N
129747	06/04/2019	SIGN IT	577.00	N
129748	06/04/2019	SIRCHIE ACQUISITION COMPANY, LLC	216.52	N
129749	06/04/2019	SOUTHERN UNIFORM & EQUIPMENT	1,063.34	N
129750	06/04/2019	STOREY KENWORTHY / MATT PARROT	202.81	N
129751	06/04/2019	TED'S MOWER SALES & SERVICE	116.91	N
129752	06/04/2019	THE VERNON COMPANY	434.75	N
129753	06/04/2019	THEATRICAL MEDIA SERVICES INC	120.00	N
129754	06/04/2019	TRAFFIC SENSOR CORPORATION	268.46	N
129755	06/04/2019	UNITED RENT-ALL	1,878.75	N
129756	06/04/2019	UNIVERSITY OF NEBRASKA LINCOLN	125.00	N
129757	06/04/2019	USI EDUCATION & GOVERNMENT SALE	74.23	N
129758	06/04/2019	UTILITY EQUIPMENT COMPANY	22.10	N
129759	06/04/2019	WAL-MART COMMUNITY BRC	1,091.93	N
129760	06/04/2019	ZEE MEDICAL SERVICE INC	603.30	N
		TOTAL:	2,087,686.84	

APPROVED BY COUNCIL MEMBERS ON: 06/04/2019

COUNCIL MEMBER

COUNCIL MEMBER

User: mgustafson

DB: La Vista

Check #

Check Date

Vendor Name

Amount

Voided

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COUNCIL MEMBER

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COUNCIL MEMBER

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COUNCIL MEMBER

**CITY OF LA VISTA**  
**MAYOR AND CITY COUNCIL REPORT**  
**JUNE 4, 2019 AGENDA**

<b>Subject:</b>	<b>Type:</b>	<b>Submitted By:</b>
INSURANCE BROKER AGREEMENT	◆ RESOLUTION ORDINANCE RECEIVE/FILE	RITA M. RAMIREZ ASST. CITY ADMINISTRATOR/ DIRECTOR OF COMMUNITY SERV.

**SYNOPSIS**

A resolution has been prepared approving an agreement with The Harry A. Koch Co. to provide broker services for property, casualty, liability and workers compensation insurance coverages.

**FISCAL IMPACT**

Funding was included in the FY19/FY20 budget for insurance consultant/broker fees to facilitate the acquisition and management of insurance coverages as noted above. La Vista's portion of the broker cost will be \$26,903.

**RECOMMENDATION**

Approval.

**BACKGROUND**

In March of 2014 Council approved an interlocal cooperation agreement between the cities of Hastings, Holdrege, Papillion and La Vista that created an Insurance Service Group and authorized the cities to work collectively with an insurance consultant to jointly select an insurance broker who would market and manage insurance coverages for said cities. The goal of the interlocal is to create an opportunity to improve the product quality and cost efficiency of the insurance coverage for all parties.

At that time the cities collectively (through the insurance consultant) issued an RFP for broker services and a contract was awarded to Arthur J. Gallagher & Co. The contract with Gallagher has been renewed annually for the past five years. Rather than renew for another one year term, the cities agreed to once again solicit quotes for broker services.

An RFP was issued, six proposals were received, and three firms were interviewed. Total cost (to be prorated among the four cities) ranged from \$135,000 to \$250,000. The consensus of the interview panel, which included representatives from all of the cities in the interlocal, was that a contract be awarded to The Harry A. Koch Co. based on their local presence and the services they can provide. Their total proposal cost was \$140,000. La Vista's portion of that cost will be \$26,903, an increase of less than \$300 over the current broker fee.

A copy of the agreement is attached and copies of the RFP and The Harry A. Koch Co.'s proposal, which are referenced in the agreement, are available for review in the office of the City Clerk.

**RESOLUTION NO. \_\_\_\_\_**

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA, NEBRASKA, APPROVING THE EXECUTION OF AN AGREEMENT WITH THE HARRY A. KOCH CO. FOR INSURANCE BROKER SERVICES THAT INCLUDE MARKETING AND MANAGING INSURANCE COVERAGES FOR THE CITY IN AN AMOUNT NOT TO EXCEED \$26,903.

WHEREAS, Council approved an Interlocal Cooperation Agreement creating an Insurance Service Group with the cities of Hastings, Holdrege, and Papillion on March 4, 2014; and

WHEREAS, said Interlocal Cooperation Agreement called for the cities to work with an insurance consultant to select an insurance broker who would market and manage insurance coverages for said cities; and

WHEREAS, the cities collectively issued an RFP for insurance broker services on March 14 2014; and

WHEREAS, six proposals were received in response to the RFP and three brokers were interviewed; and

WHEREAS, it was the consensus of the interview panel, which consisted of representatives from the four cities, in conjunction with the insurance consultant, that The Harry A. Koch Co. be awarded a contract for broker services.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of La Vista, Nebraska, hereby approves the broker agreement with The Harry A. Koch Co. in an amount not to exceed \$26,903 and authorizes the Mayor to execute said agreement.

PASSED AND APPROVED THIS 4TH DAY OF JUNE 2019.

CITY OF LA VISTA

ATTEST:

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Douglas Kindig, Mayor

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Pamela A. Buethe  
City Clerk

**AGREEMENT FOR  
INSURANCE AGENCY / BROKER SERVICES**

THIS AGREEMENT (hereinafter referred to as "Agreement") is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2019 by and between the City of La Vista, Nebraska, a Nebraska municipal corporation (hereinafter referred to as "La Vista") and The Harry A. Koch Company (hereinafter referred to as "Broker") (collectively, hereinafter referred to as the "Parties").

**WITNESSETH:**

WHEREAS, insurance agency broker services are necessary to gain access to property, workers' compensation, and liability insurers; and

WHEREAS, La Vista, the City of Papillion, Nebraska (hereinafter referred to as "Papillion"), the City of Holdrege, Nebraska (hereinafter referred to as "Holdrege"), and the City of Hastings, Nebraska (hereinafter referred to as "Hastings"), (collectively, hereinafter referred to as the "Cities of Nebraska") issued a Request for Proposals for Insurance Agency/Broker Services dated April 19, 2019 ("RFP") attached to this Agreement as **Attachment A**, which describes the Cities of Nebraska's desired scope of work for an insurance broker, as specifically stated in the Scope of Work Section 2-1 ("Services") of the RFP; and

WHEREAS, Broker submitted a Proposal dated May 8, 2019 ("Proposal") attached to this Agreement as **Attachment B**, in response to the Cities of Nebraska's RFP; and

WHEREAS, Broker represents that it is capable and prepared to provide such Services.

NOW THEREFORE, in consideration of the foregoing recitals and the terms and conditions hereinafter set forth, the Parties hereto agree as follows:

**ARTICLE 1 - TERM**

The term of this Agreement shall commence October 1, 2019 and extend through September 30, 2020 unless otherwise terminated as provided in this Agreement. This Agreement may be extended by mutual agreement of the Parties for up to four (4) additional one (1) year terms by executing an Addendum at least twenty-one (21) days prior to expiration of this or any subsequent term.

**ARTICLE 2 – AGREEMENT ADMINISTRATION**

The Agreement shall be administered by Broker on behalf of City. Broker shall report directly to the City Administrator or his/her designee.

## **ARTICLE 3 - SERVICE TO BE PERFORMED BY BROKER**

Broker shall perform the Services, as specifically stated in the RFP, and in accordance with provisions of Broker's Proposal, which shall be considered to be approved by City through the award of this Agreement to Broker, such that the insurance coverage for City shall become effective October 1, 2019. Not in limitation of the foregoing sentence, if any provision of Broker's Proposal is contrary to any part of the RFP and not expressly approved by City in this Agreement, said provision shall be deemed rejected by City and not part of this Agreement.

## **ARTICLE 4 – BROKER'S FEES AND PREMIUM PAYMENTS**

City, in consideration of Broker's performance in accordance with this Agreement and the provision of Services outlined in the RFP, agrees to pay Broker a fee of \$26,903, which is City's pro rata share of the total flat annual brokerage fee of \$140,000 as set forth in the Proposal, for all services performed during the initial term of this Agreement. Broker shall bill City for its Services and duties herein quarterly in four (4) equal installments coinciding with City's fiscal year for budget purposes and City shall pay within thirty (30) days of receipt of each quarterly billing. The first bill for Broker's fee and any additional expenses, if any, shall be due no earlier than October 15<sup>th</sup> of any term as set forth in Article 1. If City should extend the Agreement for an additional term or terms as provided herein, the fee to Broker for terms 2 through 5 shall be the same as for the initial term. Invoicing and payment shall be handled in the same manner for all terms.

Broker shall issue a single invoice to City for the total of City's annual insurance premiums, unless otherwise agreed by the Parties. It is understood endorsement and audit invoices may occur from time to time and will be outside of the annual insurance premiums. Payments for the insurance premiums shall be considered to be separate from Broker's fees. All insurance premium invoices shall be billed no later than forty-five (45) days prior to the due date to allow adequate time for City's payment. Thereafter, upon receipt of City's payment, made payable to Broker, Broker shall promptly pay the applicable insurance premium to guarantee that all premium payments remain current with the insurance carrier. Broker shall provide City with a receipt of payment within fifteen (15) days of such payment. The first bill for the insurance premiums shall be due no earlier than October 15<sup>th</sup> of any coverage year.

## **ARTICLE 5 - INDEMNIFICATION**

Broker shall, in addition to any other obligation, indemnify City and to the fullest extent permitted by law, protect, defend, indemnify and hold harmless City, their agents, elected officials and employees, and each of them, from and against all claims, actions, liabilities, and costs (including without limitation attorney's fees and litigation costs) either in whole or in part arising out of or resulting from any negligent act or omission of Broker, any sub-consultant, or anyone directly or indirectly employed by Broker or for whose acts any of them may be liable in the performance of the Services and the provisions of this Agreement. Any cost or expenses, including attorney's fees, incurred by City to enforce this Agreement shall be borne by Broker.

Upon completion of the Services, obligations and duties provided for in this Agreement, or in the event of termination of this Agreement for any reason, the terms and conditions of this Article shall survive indefinitely.

## **ARTICLE 6 - INDEPENDENT CONTRACTOR**

Broker undertakes performance of the Services and duties as provided herein as an independent contractor and shall be wholly responsible for the methods of performance. Broker is not and shall not be considered an employee of City. Broker is responsible for all federal, state and local taxes, if any, relating to its compensation hereunder.

## **ARTICLE 7 - COMPLIANCE WITH LAWS**

In performance of the Services and duties herein, Broker shall comply with all applicable regulatory requirements, federal, state, and local laws, rules, regulations, orders, codes, criteria and standards.

## **ARTICLE 8 – BROKER’S INSURANCE**

During the performance of this Agreement and thereafter for a period at least equal to the longest applicable statute of limitations period under Nebraska law, Broker at its sole cost shall maintain its own insurance policies, as listed below, and provide City with certificates of insurance confirming the required protection on standard Acord forms prior to commencing work under this Agreement. Any insurance policy required herein that is cancelled or non-renewed shall be replaced with no gap in protection coverage and a current certificate of insurance shall be provided to City. Broker shall provide written notice to City at least thirty (30) days prior to material modification or cancellation of any policy listed on the certificates and Broker shall provide for uninterrupted coverage in accordance with this Agreement by obtaining equal or greater additional or replacement coverage or coverages. The following insurance coverages shall be written by an insurance company or companies authorized to do business in the State of Nebraska.

1. Workers' Compensation Insurance: Broker shall procure and maintain Workers' Compensation Insurance covering all of Broker's employees with limits meeting all applicable state and federal laws. This coverage shall include Employer's Liability in the minimum amount of \$500,000 each occurrence. Broker agrees to require any sub-consultant or subcontractors, if any, to maintain the workers' compensation insurance coverage provided herein.
2. Commercial General Liability: Broker shall procure and maintain Commercial General Liability Insurance. This coverage shall be on an "Occurrence" basis. This policy shall provide coverage for death, personal injury or property damage that could arise directly or indirectly from the performance of this Agreement. The minimum limits of coverage shall be \$1,000,000 per occurrence and \$2,000,000 in the general aggregate.

3. **Business Automobile Liability:** Broker shall procure and maintain Business Automobile Liability Insurance. The minimum limits of coverage shall be \$500,000 for any one accident or loss, combined single limit for bodily injury and property damage. This coverage shall include all owned, hired and non-owned autos.

4. **Professional Liability:** Broker shall procure and maintain Professional Liability Insurance. This insurance shall provide coverage against such liability resulting from this Agreement, including errors and omissions. The minimum limits of coverage shall be \$1,000,000 per occurrence. Any deductibles shall be the responsibility of the insured.

Any deductible amounts shall be the responsibility of Broker.

In the event that Broker's sub-consultants do not have insurance, or do not meet the insurance limits, Broker shall indemnify and hold City harmless for any claim in excess of the sub consultant's insurance coverage, arising out of negligent acts, errors or omissions, or intentional acts of the sub consultants.

## **ARTICLE 9 - CITY'S RESPONSIBILITIES**

City shall work diligently to provide Broker with all necessary information needed by Broker to perform the duties of this Agreement.

## **ARTICLE 10 - TERMINATION OF AGREEMENT**

City, notwithstanding anything in this Agreement or any renewal or extension of this Agreement to the contrary, reserves the right to terminate this Agreement with or without cause by providing thirty (30) days written notice of such termination to Broker. Fees payable to Broker under this Agreement shall be calculated on a pro-rata basis for the number of days to the termination date, with any applicable reimbursement remitted to City on or before the termination date. There is no obligation by City to provide written notice to Broker for the non-renewal of the Agreement or any extension hereof.

## **ARTICLE 11 - NONDISCLOSURE OF PROPRIETARY INFORMATION**

Broker shall consider all information provided by City and all reports, studies, calculations, and other documentation resulting from Broker's performance of the Services and provisions of this Agreement to be proprietary unless such information is available from public sources. Broker shall not publish or disclose proprietary information for any purpose other than the performance of the Services without the prior written authorization of City or in response to legal process.

## **ARTICLE 12 - INTEGRATION AND MODIFICATION**

This Agreement is adopted by the Parties as a complete and exclusive statement of the terms of the Agreement between the Parties. This Agreement supersedes all prior

agreements, contracts, proposals, representations, negotiations, letters or other communications between the Parties pertaining to the Services, whether written or oral.

The Agreement may not be modified unless such modifications are evidenced in writing signed by both the Parties.

The following documents are made an integral part of this Agreement and incorporated herein by this reference:

- A. RFP for Broker Services dated April 19, 2019, attached as Attachment A.
- B. Proposal of The Harry A. Koch Company dated May 8, 2019 attached as Attachment B.

### **ARTICLE 13 – ADDITIONAL COMPENSATION**

City acknowledges that Broker may also be eligible to receive certain commissions and incentive compensation including contingency payments and bonuses as a result of being City's insurance broker (collectively, "Additional Compensations"). The Additional Compensations shall solely come from insurance companies, other intermediaries or other third parties and City shall not have any responsibility therefore. Except as otherwise provided in Article 14 of this Agreement, City consents and agrees to Broker's ability to receive such Additional Compensations, provided that all Additional Compensations directly attributable to City are fully disclosed by Broker on an annual basis at least thirty (30) days before the beginning of any term or renewal term to which the Additional Compensations relate.

### **ARTICLE 14 - COMMISSIONS**

Broker shall use its best efforts to make all insurance placements on behalf of City on a net of commission basis. In the event any insurance carrier will not comply with this request, or it is not in City's best interest, any such commissions shall be disclosed to City and deducted from Broker's fees billed to City. City acknowledges and agrees that any contemplated commission deduction, premium credit request or return of commission to a carrier or City shall be done to accomplish and maintain the total agreed-upon compensation to Broker and is not an inducement to purchase or renew coverage through Broker.

### **ARTICLE 15 - COOPERATION**

Broker shall be required to work in harmony with other consultants relative to providing information requested in a timely manner and in the specified form.

### **ARTICLE 16 – PERSONNEL / PRIMARY BROKER**

Part of the consideration for this Agreement is the understanding that Jeff Scanlan shall be the broker primarily responsible for the services provided to City. Designation of Jeff Scanlan as the primary broker for City may be changed only with the prior written approval

of City of which shall not be unreasonably withheld. The departure of Jeff Scanlan from Broker may be considered a substantial failure by Broker to perform in accordance with the terms of this Agreement and may constitute cause for City's immediate termination of this Agreement. This Agreement is not exclusive and this provision does not preclude City from utilizing the services of any other broker or consultant for risk management or insurance service or advice during the term of this Agreement.

## **ARTICLE 17 – AUDIT**

City shall be entitled to audit the books and records of Broker or any sub-consultant to the extent such book and records relate to the performance of this Agreement or any sub-contract to this Agreement.

Such books and records shall be maintained by Broker for a period of three (3) years from the date of the final payment under this Agreement and by sub-consultant for a period of three (3) years from the date of the final payment under the sub-contract unless a shorter period is otherwise authorized in writing.

## **ARTICLE 18 – MISCELLANEOUS**

**1. Governing Law and Venue.** This Agreement is entered into, under and pursuant to, and is to be construed and enforceable solely in accordance with the laws of the State of Nebraska.

**2. Severability.** Should any provision of this Agreement be determined to be void, invalid, unenforceable or illegal for any reason, such provision shall be null and void and severed from the Agreement. In such case, the other provisions shall be unaffected and shall continue to be valid and enforceable.

**3. Assignment.** Except as provided herein, the Parties hereto agree not to assign, sublet or transfer their interest in this Agreement without the written consent of the other and such consent shall not be unreasonably withheld. The Parties further agree that this Agreement binds the Parties, their successors, trustees, assignees and legal representatives.

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

**5. Notice.** Any notice, demand, communication, or request required or permitted hereunder shall be in writing and delivered in person or sent by certified mail, postage prepaid as follows:

**As to CITY:**

City of La Vista  
c/o City Administrator  
8116 Park View Boulevard  
La Vista, NE 68128  
(402) 331-4343

**As to BROKER:**

The Harry A. Koch Company  
c/o Jeff Scanlon  
14010 FNB Parkway, Suite 300  
Omaha, Nebraska 68154  
(402) 861-7136

Notices shall be effective when received at the address specified above. Changes in the respective addresses to which such notice may be directed may be made from time to time by any Party by written notice to the other Party. Facsimile is acceptable notice effective when received, however, facsimiles received (i.e. printed) after 5:00 p.m. or on weekends or holidays, shall be deemed received on the next business day. The original of the notice also must be mailed as required herein.

Nothing contained in this Article shall be construed to restrict the transmission of routine communications between representatives of Broker and City.

**6. Binding Authority.** Broker represents and warrants that the undersigned has authority to execute this Agreement and bind Broker to all terms and conditions therein.

[End of Agreement]

**IN WITNESS WHEREOF**, the Parties have caused this Agreement to be executed in duplicate the day and year first above written.

City:

CITY OF LA VISTA, NEBRASKA,  
A Nebraska Municipal Corporation

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Douglas Kindig, Mayor

Attest:

---

Pam Buethe, City Clerk

**BROKER:**

By: \_\_\_\_\_

Its: \_\_\_\_\_

STATE OF NEBRASKA )  
COUNTY OF \_\_\_\_\_ )  
 )ss )

On \_\_\_\_\_, 2019 before me, Notary, personally appeared \_\_\_\_\_ personally known to me to be the person whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his authorized capacity on behalf of The Harry A. Koch Company and that by his/her signature on the instrument executed the instrument.

WITNESS my hand and official seal.

---

Notary Public

**CITY OF LA VISTA**  
**MAYOR AND CITY COUNCIL REPORT**  
**JUNE 4, 2019 AGENDA**

<b>Subject:</b>	<b>Type:</b>	<b>Submitted By:</b>
CHANGE ORDER NO 11 84 <sup>TH</sup> STREET REDEVELOPMENT AREA PUBLIC IMPROVEMENT REDEV. PROJECT OFFSTREET PKG. DIST. NO. 2- STRUCTURE No. 1	◆ RESOLUTION ORDINANCE RECEIVE/FILE	JOHN KOTTMANN CITY ENGINEER

#### **SYNOPSIS**

A resolution has been prepared to approve Change Order No. 11 to the contract with Hawkins Construction Co. of Omaha, Nebraska to include video and surveillance equipment. There is no change in the completion date. This change order will result in an increase in the contract price of \$59,712.00.

#### **FISCAL IMPACT**

The FY19/20 biennial budget includes funding for this project.

#### **RECOMMENDATION**

Approval

#### **BACKGROUND**

The initial contract for the parking structure project was awarded to Hawkins Construction Co. in the amount of \$3,863,000.00 on November 21, 2017. Previous Change Orders through No. 10 increased the contract price to \$4,071,581.91. Change Order No.11 increases the contract amount by \$59,712.00 to \$4,131,293.91.

The original plans and specifications included conduits and mounting locations for video cameras but the actual cameras were not included due to the need for time to evaluate options and actual surveillance needs. There will be 17 cameras with associated software, recording equipment and controls.

**RESOLUTION NO. \_\_\_\_**

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA, NEBRASKA AUTHORIZING CHANGE ORDER NUMBER 11 TO THE CONTRACT WITH HAWKINS CONSTRUCTION CO., OMAHA, NEBRASKA, TO INCLUDE VIDEO AND SURVEILLANCE EQUIPMENT WHICH WILL RESULT IN AN INCREASE IN THE CONTRACT PRICE OF \$59,712.00.

WHEREAS, the City has determined it is necessary to make changes and additions to the contract; and

WHEREAS, the FY19/20 Biennial Budget provides funding for the project; and

WHEREAS, change order number 11 will increase the contract amount by \$59,712.00 to a total of \$4,131,293.91;

NOW THEREFORE, BE IT RESOLVED, by the Mayor and City Council of the City of La Vista, Nebraska, that the Mayor is authorized to execute the necessary documents for change order number 11 to the contract with Hawkins Construction Co., Omaha, Nebraska, to include video and surveillance equipment which will result in an increase in the contract price of \$59,712.00.

PASSED AND APPROVED THIS 4TH DAY OF JUNE, 2019.

CITY OF LA VISTA

---

Douglas Kindig, Mayor

ATTEST:

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Pamela A. Buethe, CMC  
City Clerk



# AIA® Document G701™ – 2017

## Change Order

**PROJECT:** (Name and address)  
10-17105-00\_La Vista City Centre  
Parking Facilities

**CONTRACT INFORMATION:**  
Contract For: General Construction  
Date: January 2, 2018

**CHANGE ORDER INFORMATION:**  
Change Order Number: 011  
Date: May 15, 2019

**OWNER:** (Name and address)  
City of La Vista  
8116 Park View Blvd  
La Vista, NE 68128

**ARCHITECT:** (Name and address)  
DLR Group inc. (a Nebraska corporation)  
6457 Frances Street, Suite 200  
Omaha, NE 68106

**CONTRACTOR:** (Name and address)  
Hawkins Construction Co.  
2516 Deer Park Blvd  
Omaha, NE 68105

### THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

1. Modifications to video surveillance system per PR-005.	-\$888.00
2. Furnish and install video and surveillance equipment per PR-006	\$57,137.00
10% on O&P on Hawkins work	\$0.00
5% on O&P on subcontractors work	\$2,857.00
1.01 % Bond	\$606.00
TOTAL	\$59,712.00

The original Contract Sum was	\$ 3,863,000.00
The net change by previously authorized Change Orders	\$ 208,581.91
The Contract Sum prior to this Change Order was	\$ 4,071,581.91
The Contract Sum will be increased by this Change Order in the amount of	\$ 59,712.00
The new Contract Sum including this Change Order will be	\$ 4,131,293.91

The Contract Time will be increased by Zero (0) days.  
The new date of Substantial Completion will be

**NOTE:** This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case this Change Order is executed to supersede the Construction Change Directive.

### NOT VALID UNTIL SIGNED BY THE CONTRACTOR AND OWNER.

DLR Group inc. (a Nebraska corporation)  
ARCHITECT (Firm name)

SIGNATURE

Matthew Gulsvig, Project Manager  
PRINTED NAME AND TITLE

May 15, 2019

DATE

Hawkins Construction Co.  
CONTRACTOR (Firm name)

SIGNATURE

Josh Bridges, Construction Manager  
PRINTED NAME AND TITLE

DATE

City of La Vista  
OWNER (Firm name)

SIGNATURE

Douglas Kindig, Mayor  
PRINTED NAME AND TITLE

DATE

**CITY OF LA VISTA**  
**MAYOR AND CITY COUNCIL REPORT**  
**JUNE 4, 2019 AGENDA**

<b>Subject:</b>	<b>Type:</b>	<b>Submitted By:</b>
RENEWAL OF INTERLOCAL AGREEMENT — ◆ PAPILLION CREEK WATERSHED PARTNERSHIP	RESOLUTION ORDINANCE RECEIVE/FILE	JOHN KOTTMANN CITY ENGINEER

#### **SYNOPSIS**

A resolution has been prepared authorizing the Mayor to execute a renewal of the Papillion Creek Watershed Partnership Interlocal Agreement. (*The agreement shall become effective upon execution by all partnership members*).

#### **FISCAL IMPACT**

The contribution breakdown for the Partnership is set forth on Exhibit “D” in the Agreement. The proposed fees are based on area and population within the ETJ area of each member agency. Due to annexations since 2005, the fee for La Vista will increase from \$5,000 per year to \$10,750 in FY20. The overall total partnership fee will remain at \$390,000 with the PMRNRD contributing \$90,000. Because the fee for each member has not been adjusted since 2005, it is being recommended that fees now be reviewed annually.

#### **RECOMMENDATION**

Approval

#### **BACKGROUND**

The Papillion Creek Watershed Partnership (PCWP) (*current members: Bellevue, Boys Town, Gretna, La Vista, Omaha, Papillion, Papio-Missouri River Natural Resources District, Ralston and Sarpy County*) was originally formed through an Interlocal Cooperation Agreement in 2001 that expired in 2004 and was renewed for 5-year periods in 2004, 2009, and 2014. It is now necessary to renew the Agreement again.

The intent of the PCWP is to establish regionally common goals and development standards to address stormwater quality and quantity issues in a consistent, effective and efficient manner. The PCWP agencies have collaborated to obtain approval of their NPDES Storm Water Discharge permits, develop a Storm Water Management Plan for the watershed, and establish storm water management fees. In addition, the PMRNRD has implemented structural components including: Construction of WP-5 (Prairie Queen), Dam Site 15A (Flanagan Lake), and Zorinsky Water Quality Basin 1 have been completed. West Papio Basins 6 and 7 and Zorinsky Water Quality Basin 2 are currently under construction.

The PCWP reviews the Watershed Fee framework and the Watershed Management Plan every five years to ensure adequate funding for plan implementation and to determine the structure projects to be included in the next implementation plan. A Watershed Fee schedule for the next five-year period has been established which

includes only inflation increases of 2.5%. There is also a change in application of the watershed fees for lots platted prior to 2009 that are no longer permitted to be exempted from the fees.

Items to note in the new agreement:

- The planning horizon used for the basis of the Implementation Plan has been changed from 2040 to 2050.
- Institutional facilities have been added as a category for the purposes of collecting Watershed Fees.
- The Stormwater Management Policies have had some minor updates:
  - Policy Group #1, Water Quality Improvement – Updated to reference the current Total Maximum Daily Load (TMDL) designations in the watershed and the newly completed Papio-Missouri River Basin Water Quality Management Plan.
  - Policy Group #3, Landscape Preservation, Restoration, and Conservation – Policy updated to indicate that these requirements are the minimum standards and site conditions may indicate more effort is necessary to ensure construction is adequately protected from erosion. The language regarding floodplain management was also removed from this policy as it is in a subsequent policy group.
  - Policy Group #5, Floodplain Management – Policy updated to reflect new FEMA programs and completed mapping projects.
  - Policy Group #6 Stormwater Management Financing – Policy updated to reflect that the District was granted bonding authority by the State Legislature in 2009 and is currently seeking reauthorization.
- The 2020-2024 Implementation Plan calls for the construction of regional detention basins WP1(180<sup>th</sup> & Fort), WP4(204<sup>th</sup> & Schram), and WP2(180<sup>th</sup> & Giles). The implementation plan is subject to funding availability.

The refinements contained in the proposed policies and plans are another incremental improvement in regional public health safety and quality of life. It is anticipated that there will be future amendments to this agreement to incorporate changes to creek setback requirements based on results expected from an ongoing Corps of Engineers Papillion Creek Watershed Stream Degradation Study and to review whether the watershed fee collections are meeting projections.

**RESOLUTION NO. \_\_\_\_**

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA, NEBRASKA AUTHORIZING THE RENEWAL OF THE PAPILLION CREEK WATERSHED PARTNERSHIP INTERLOCAL AGREEMENT FOR A FIVE-YEAR PERIOD.

WHEREAS, the City Council of the City of La Vista has determined that said Watershed Partnership is necessary; and

WHEREAS, the proposed interlocal cooperation act agreement will continue this partnership for a five-year period from 2020-2024; and

WHEREAS, the FY 19/20 Biennial Budget contains funding for the City's contribution; and

WHEREAS, this agreement provides updates to the Stormwater Management Policies;

NOW, THEREFORE BE IT RESOLVED, that the Mayor and City Council of La Vista, Nebraska, authorize the renewal of the Papillion Creek Partnership Interlocal Agreement for a five-year period.

PASSED AND APPROVED THIS 4TH DAY OF JUNE, 2019.

CITY OF LA VISTA

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Douglas Kindig, Mayor

ATTEST:

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Pamela A. Buethe, CMC  
City Clerk

INTERLOCAL COOPERATION ACT AGREEMENT  
FOR CONTINUATION OF THE  
PAPILLION CREEK WATERSHED PARTNERSHIP

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THIS INTERLOCAL COOPERATION ACT AGREEMENT (hereinafter referred to as “this Agreement”) is intended to create a voluntary mechanism for the purpose of addressing important subjects of concern to the interested governments (hereinafter referred to as “the Interested Governments”) situated in whole or part within the watershed of the Papillion Creek (hereinafter referred to as “the Watershed”), the Interested Governments consisting of the following governmental entities, to-wit: the CITY OF BELLEVUE, Nebraska; the VILLAGE OF BOYS TOWN, Nebraska; the CITY OF GRETNA, Nebraska; the CITY OF LAVISTA, Nebraska; the CITY OF OMAHA, Nebraska; the CITY OF PAPILLION, Nebraska; the CITY OF RALSTON, Nebraska; the COUNTY OF SARPY, Nebraska; and, the PAPIOMISSOURI RIVER NATURAL RESOURCES DISTRICT; provided, however, this Agreement is made and entered as an Interlocal Cooperation Act Agreement by and among only those of the Interested Governments which have duly executed this Agreement at the foot hereof, such signatory entities (hereinafter referred to collectively as “the Parties,” “the Papillion Creek Watershed Partnership” or “the Partnership”), thus signifying the intent of the Parties to act, and contribute their resources, as members of the “Papillion Creek Watershed Partnership,” which is hereinafter defined and described.

WHEREAS, the Partnership originally was formed through an Interlocal Cooperation Act Agreement dated on August 1, 2001 (hereinafter referred to as the “Initial Agreement”), and expiring on July 31, 2004. An Interlocal

Cooperation Act Agreement for Continuation of the Papillion Creek Watershed Partnership was approved by the Parties in 2004, 2009, and 2014 effective July 1, 2004 July 1, 2009, and July 1, 2014 respectively, for a period of five years from and after their effective date.

WHEREAS, the Partnership has accomplished the assessment of existing water quality and quantity conditions, the cooperative preparation of NPDES Permit applications, the submittal of multiple grant applications, the analysis of additional flood control and the support of storm water utility legislation. The Partnership coordinated these **issues at monthly meetings of its members'** representatives. The progress of Partnership activities was presented to the public at meetings and on a website ([www.papiopartnership.org](http://www.papiopartnership.org));

WHEREAS, the Partnership was instrumental in the preparation of the “Small Municipal Separate Storm Sewer Systems in Douglas and Sarpy Counties – Stormwater Management Plan” **for the Watershed, (hereinafter referred to as the “SWMP”) a true and correct copy of which is attached to this Agreement as Exhibit “A”** and incorporated herein by this reference;

WHEREAS, by the members of the Partnership continuing to act in concert and proposing, enacting and implementing common standards, there will be continued increases in effectiveness and in cost-sharing capability within the Partnership, particularly in the capability to implement the SWMP and to address federally-imposed requirements and mandates which must be funded locally;

WHEREAS, other premises that justify the continuation of the Partnership still exist, including, without limitation, that:

- The Papillion Creek does not meet water quality standards specified by the State of Nebraska;
- The City of Omaha has a current Federal mandate to reduce combined sewer overflows;

- The Watershed has not had a major widespread storm event since the 1960s;
- The hydrology of the Watershed for the Flood Insurance Study will continue to need to be updated;
- Urbanization of the Watershed and associated impervious area have increased dramatically since the 1960s and 1970s;
- Deposition is occurring in Watershed reservoirs at unacceptable rates;
- Currently there is inadequate funding to address storm water quantity and water quality problems within the Watershed;
- The benefits of reducing existing and future flood impacts in the Watershed include: decreased public and private property damages, reduced potential loss of life, lower flood insurance costs, decreased cost to taxpayers and public agencies for flood disaster relief;
- Improvement of water quality in streams and reservoirs will result in increased fish, aquatic, and riparian habitat; recreational improvements, reduction of reservoir operation and maintenance costs; and improved aesthetics;
- Potential increased recreational opportunities from the work of the Partnership could include: green spaces (picnic areas, outdoor activities), boating, canoeing, fishing, trail systems, riparian areas for bird watching, nature hikes, education, wildlife viewing, etc.;
- Techniques which could be employed by the Partnership include: implementation of low impact development techniques and other green infrastructure to address stormwater quality and quantity issues; facilitation of multi-use storm water structures; pursuing establishment of stormwater utility enabling legislation; minimization of future fill and

construction in the FEMA-designated floodplain/floodway in the Papillion Creek Watershed; implementing better site design that minimizes impervious surfaces, utilizes techniques to mimic natural hydrology, and approximates pre-development runoff conditions; updating hydrology to 2017 and 2050; formulating a master drainage plan for the Watershed; providing adequate construction and maintenance funding; buy-outs/relocations of structures in flood prone areas; providing increased upstream flood storage; enhancing public education and outreach; implementation of new construction site management practices; development of new development/redevelopment standards; implementation of an illicit discharge program; enhance environmental aspects of public street maintenance; reducing the environmental impacts of herbicide, pesticide, and fertilizer application; developing a water quality and quantity monitoring program; developing an industrial site inspection program; construction of retention/detention ponds designed for both water quantity and quality; restoration, creation and enhancement of wetlands; preservation of riparian areas; environmental restoration of streams; creation of buffer strips; use of grassed swales for drainageways; updating of design and construction standards; application of standardized ordinances/regulations throughout the Watershed; and, implementation of new set back ordinance/regulation and open drainage requirements;

- Standardization of the construction development permit process would reduce liability to landowners from flooding and erosion problems and reduce sediment runoff during construction;
- Continuation of a coordinated effort will improve compliance with federal, state, and local regulations,

WHEREAS, in carrying out its mission, the Partnership will work cooperatively with, but not limited to, the U.S. Army Corps of Engineers, the Metropolitan Area Planning Agency, the USDA Natural Resources Conservation Service, the Nebraska Game and Parks Commission, the Nebraska Department of Environmental Quality, the Nebraska Department of Natural Resources, the University of Nebraska, the University of Nebraska Cooperative Extension, and State and County Health Departments,

WHEREAS, as part of implementing the federally-imposed NPDES requirements where necessary, and to address stormwater management on a watershed-wide basis, a Watershed Management Plan, Implementation Plan and Stormwater Management Policies (hereinafter referred to collectively as the “Plans and Policies”) were developed through a community-based process involving the development community, Partnership members, public agencies, non-profit organizations, other stakeholder groups and the general public. The Plans and Policies developed through the Partnership consist of six (6) Policy Groups, headed as follows:

- #1 Water Quality
- #2 Peak Flow Reduction
- #3 Landscape Preservation, Restoration, and Conservation
- #4 Erosion and Sediment Control and Other BMPs
- #5 Floodplain Management
- #6 Storm Water Management Financing

and the texts of the Stormwater Management Policies are attached hereto as **Exhibit “B”** and incorporated herein by this reference.

WHEREAS, The Plans and Policies are intended to be adopted, in total, by the respective members of the Partnership, using their respective land use

review and adoption processes (typically reviewed by a Planning Commission or Board and then review and adoption by the elected Board or Council); provided this agreement is not meant to limit any jurisdiction from adopting comparable or more stringent Stormwater Management Policies, regulations, or ordinances.

NOW, THEREFORE, in consideration of the foregoing recitals and their mutual covenants hereinafter expressed, the members of the Partnership agree as follows:

1. Authority: This Agreement is an agreement for collective and cooperative action made pursuant to authority provided in the Nebraska Interlocal Cooperation Act (Neb. Rev. Stat. §13-801, R.R.S., 1943, et seq.), without a separate entity being created, and, whenever possible, this Agreement shall be construed in conformity therewith.
2. Mission: It shall be the mission of the Partnership to address issues related to surface water quality and storm water quantity in the Watershed by establishing and implementing regionally common goals and standards for the development of the Watershed through 2050.
3. Applicability: Members of the partnership having jurisdiction over land area outside the physical boundaries of the Watershed expect and intend that planning activities within the Watershed for projects of the Partnership will, insofar as feasible, apply universally to all such land areas as though they were located physically within the Watershed unless specifically excluded by the respective partnership member.
4. Goals: The Partnership shall have as its goals:
  - a) Assisting the parties that have NPDES stormwater permits in the implementation of those elements of the SWMP and other programs

and projects that are reasonably and feasibly undertaken by collective action of the Partnership;

- b) Compliance with Federal, State, and local storm water quality and quantity regulations;
- c) Improvement of water quality in the Watershed's streams and reservoirs;
- d) Increased water-based recreational opportunities that result from water quality improvements in existing streams and reservoirs and associated improvements in quality of life;
- e) Standardization of the construction development process and evaluation of its effectiveness;
- f) Assessment and characterization of current water quality and quantity conditions for the watershed;
- g) Storm Water Management Plan update;
- h) Environmental compliance;
- i) Sediment and erosion control;
- j) Floodplain management; and,
- k) Development of and updates to the Plans and Policies.

5. Executive Committee: The members of the Partnership shall establish an Executive Committee consisting of one representative from each entity that is a member of the Partnership. Each representative shall have one vote and all actions of the Executive Committee shall require a recorded vote. A quorum (at least 50% of members) must be present for any action requiring a vote. Unless otherwise specified, a simple majority of those members present shall be required for approval of any proposed action. It is understood that the authority of each Executive Committee

member to act on behalf of his/her respective elected board or council shall  
**be defined by that member's respective board or council.**

6. Administering Agent: The Executive Committee designates the Papio-Missouri River Natural Resources District (hereinafter referred to as the "NRD"), or other member of the Partnership which is willing to serve in such capacity, as Administering Agent to administer this Agreement. The Administering Agent serves at the pleasure of the Executive Committee and performs duties assigned by the Executive Committee, which may include, without limitation:
  - a) Seeking any state legislation which a majority of the parties to this Agreement determine necessary to support the work of the Partnership;
  - b) Designating such personnel and assistance which shall be deemed desirable to support the work of the Partnership;
  - c) Preparing, presenting and distributing educational materials;
  - d) Organizing meetings of members of the Partnership and interested persons to share knowledge and compare projects and programs of all involved;
  - e) In July of each year, set meetings for one year and post those meeting dates to the Partnership website and email to the Partnership members and others.
  - f) Prepare written minutes of the action items and record votes for each meeting.
  - g) Post Partnership meeting agendas 7 days prior to meeting date on Partnership website. Action items involving an expenditure of funds may not be added to an agenda following its posting.
  - h) Preparing reports on the work of the Partnership;

- i) Entering into contracts on behalf of the Partnership as the Executive Committee directs for the performance of specific actions consistent with both the goals of this Agreement and the respective missions of members of the Partnership;
- j) Holding and maintaining the Partnership Fund, calculating the amount of money necessary to be raised by contributions each year in order to carry out the work of the Partnership, and making requests for contributions from the members of the Partnership, all as the Executive Committee directs;
- k) Disbursing the Partnership Fund as directed by the Executive Committee and reimbursing members of the Partnership for expenditures made on behalf of the Partnership or for the reasonable value of activities performed on behalf of the Partnership, as reasonable value is determined by the Executive Committee.

Provided, however, and notwithstanding any provisions of this agreement to the contrary, when a member of the Partnership is acting as the Administering Agent under this Agreement and administering the directions, recommendations and requests of the Executive Committee, the governing body of the Administering Agent has the authority to make such determinations and take and implement such actions as such governing body, in its sole discretion, determines lawful, feasible and reasonable.

7. Implementation. The Partnership intends and agrees that the elements of the SWMP, the Plans and Policies, and other beneficial programs and projects meeting the mission and goals of this Agreement, will be implemented as follows:
  - a) Responsibility for implementation of an element of the SWMP therein identified solely for individual action by a Partner will rest

with the respective member(s) of the Partnership upon whom the primary duty to implement such element has been imposed by law or regulation. Regulations or ordinances implementing elements of the SWMP and the Plans and Policies will be adopted by each member of the Partnership as appropriate. The provisions of such regulations or ordinances shall indicate the geographic jurisdictional limits to which such regulation or ordinance shall apply. This agreement is not meant to limit any jurisdiction from adopting comparable or more stringent Stormwater Management Policies, regulations, or ordinances.

- b) Subject to the availability of funds, implementation of those elements of the SWMP therein identified for action by the Partnership or individual partners and identified in the table attached hereto as **Exhibit “C”** and incorporated herein by reference shall be voluntarily undertaken by the Partnership collectively; provided, however, no voluntary collective undertaking by the Partnership shall be deemed to relieve a member of the Partnership of a primary duty imposed upon such member by law or regulation.
- c) Any elements of the SWMP, alternatively, may be voluntarily undertaken by the Partnership collectively if the Executive Committee determines that such course of action is reasonable and feasible.
- d) If the Executive Committee determines that such course of action is reasonable and feasible, the Partnership may voluntarily and collectively undertake beneficial programs and projects meeting the mission and goals of this Agreement.

8. Funding: Funding shall be administered as follows:

- a) The Partnership Fund, established by the Initial Agreement, shall continue to be held by the Administering Agent in an interest-bearing account in trust for the members contributing thereto, in proportion to their contributions, and shall be expended as the Executive Committee directs to meet the mission and goals of this Agreement, establishing mechanisms for long-term funding and authorization for additional planning and implementation of such programs and projects, and for performance of other activities described in this Agreement. The Partnership Fund shall be funded and administered as follows:
  - i) On or before the first day of July after the effective date of this Agreement, each member of the Partnership shall make a contribution to the Partnership Fund in the amount shown, **opposite such member's name, in the** third column of the table attached hereto as **Exhibit "D"** and incorporated herein by For subsequent years during the term of this Agreement, the Administering Agent shall request total annual contributions which shall not exceed \$369,000 from the members of the Partnership in the amounts necessary to carry out the work of the Partnership. The amounts of such subsequent-year contributions shall be determined by the Executive Committee prior to the first day of April of such subsequent year and paid by the members of the Partnership before the first day of July of such subsequent year.. These subsequent-year contributions shall be \$90,000 for the NRD and a computed percentage of the total annual contributions for each of the remaining members, as shown in Exhibit D.

- ii) Each year during the term of this Agreement, and from time to time as any member of the Partnership may reasonably request, the Administering Agent shall furnish to the members of the Partnership written statements of the condition of the Partnership Fund.
  - iii) Grants or contributions made by non-members of the Partnership shall not be deemed to offset or diminish the obligations of the members of the Partnership under this Agreement.
  - iv) If any member of the Partnership fails to contribute to the Partnership Fund as requested pursuant to this Agreement, **such member's involvement and membership in the** Partnership shall be terminated upon written notice of termination given by the Administering Agent to such member.
- b) The Watershed Fund shall be comprised of Watershed Management Fees and NRD general property tax dollars to equitably distribute the capital cost of implementing structural water quality and quantity controls among new development or significant redevelopment within the watershed and to the general public. Based on an initial framework and rates set for Watershed Management Fees (**hereinafter referred to as “Watershed Fees”**) **defined in Policy** Group #6 in the Stormwater Management Policies, the Partnership does hereby agree to implement the Watershed Management Plan and Implementation Plan, , attached hereto as **Exhibit “E”** and **Exhibit “F”** respectively, and both incorporated herein by reference,

or as may be amended in three (3) to five (5) year increments through provisions in this Agreement, as follows:

- i) The cities of BELLEVUE, GRETNA, LAVISTA, OMAHA, PAPILLION and RALSTON, AND the County of SARPY (all hereinafter referred to collectively as “zoning jurisdictions”) **agree to collect Watershed Fees from new development or significant redevelopment within the Papillion Creek Watershed, such Watershed Fees to be collected and earmarked specifically for construction of regional detention structures and water quality basins, as follows, to-wit:**
  - a) Each zoning jurisdiction shall adopt a regulation or ordinance authorizing the collection of the Watershed Fees, according to Exhibit G or as specified in a previous agreement, for new development and significant redevelopment and authorizing the transfer of such fees to the NRD, consistent with the provisions of this Agreement.
  - b) On or before July 1<sup>st</sup> of each calendar year, each zoning jurisdiction shall remit to the NRD the Watershed Fees paid to or collected by such zoning jurisdiction on or before June 1<sup>st</sup> of such calendar year. Such Watershed Fees received by the NRD shall be held by the NRD in a separate, interest-bearing account, to be known as the **“Watershed Fund,” in trust for the members of the Partnership contributing thereto in proportion to their contributions, earmarked specifically for construction by the NRD of regional detention structures and water**

quality basins and expended by the NRD as further provided in this Agreement.

- c) Each zoning jurisdiction shall, in general, adopt a framework consisting of three Watershed Fee classifications, to-wit:
  - (1) **“Single Family Residential Development”** (generally consisting of single-family and multi-family dwelling units up to 4-plexes, or as otherwise determined by the zoning jurisdiction). It is assumed that the density of single-family development will be 3.5 residential units per acre. Watershed Fees shall be assessed per dwelling unit or equivalent prorated average area of lot basis; as shown in the table in Exhibit G and,
  - (2) **“High-Density Multi-Family Residential Development”** (consisting of other multi-family residential dwelling units determined by the local zoning jurisdiction to represent High density development) shall be assessed per gross acre as shown in the table in Exhibit G and shall be proportionately indexed to “Single Family Residential Development” in terms of the potential to generate stormwater surface runoff. Such **“High-Density Development”** Watershed Fees shall be 1.25 times “Single Family Residential Development” Watershed Fees when considered on an estimated dwelling unit per gross acre basis.

(3) Commercial/Industrial/Institutional

Development shall be assessed per gross acre as shown in the table in Exhibit G and shall be proportionately indexed to “Single Family Residential Development” in terms of the potential to generate stormwater surface runoff. Such Commercial/Industrial Watershed Fees shall be 1.5 times “Single Family Residential Development.”

d) At approximately three (3) to five (5) year intervals, the Partnership and the development community shall review the Watershed Fees framework and rates, the Watershed Management Plan and the Implementation Plan with respect to availability of needed funds and rate of development within the Watershed. Subsequent changes to the Watershed Fees framework and rates, Watershed Management Plan and Implementation Plan, indicated by such review, shall be subject to formal approval by the respective local zoning jurisdictions and the NRD.

ii) The NRD agrees, subject to the availability of funding, to construct the regional detention structures and water quality basins in accordance with the Watershed Management Plan and Implementation Plan as follows:

a) The NRD shall establish a Watershed Fund and utilize the Watershed Fees received to pay approximately one-third (1/3) of required capital costs of constructing the

regional detention structures and water quality basins, including the cost of obtaining necessary land rights. The remaining approximately two-thirds (2/3) of such capital costs shall be paid by the NRD from the proceeds of its general property tax levying authority and from contributions from developers and other cooperators that the NRD may be able to obtain.

9. **Title to Property.** Title to any tangible property (e.g., monitoring equipment) obtained using funds contributed by members of the Partnership pursuant to this Agreement shall be held in the name of the Administering Agent in trust for the members of the Partnership in proportion to their total contributions to the Partnership Fund and Watershed Fee Fund.
10. **Counterparts.** This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. Counterpart copies of this Agreement, as executed, shall be maintained as part of the records of the Administering Agent.
11. **Effective Date:** This Agreement shall become effective on July 1, 2019.
12. **Duration of Agreement:** This Agreement shall be in effect for a period of five (5) years from and after its effective date.
13. **Termination.** Involvement of any member of the Partnership with the Partnership, and responsibilities under this Agreement, may be terminated by such member without cause effective upon 60 days written notice to the **other members of the Partnership. Termination of a member's involvement** with the Partnership pursuant to this Agreement shall not operate to

terminate this Agreement nor shall it affect any rights obtained under this Agreement, prior to such notice of termination being given, for costs incurred or moneys advanced, or for actions taken or responsibilities assumed, by another member of the Partnership during the term of and pursuant to this Agreement.

14. Additional Planning and Implementation. The members of the Partnership may amend or supplement this Agreement from time to time as may be deemed necessary to provide long-term funding and authorization for additional planning and implementation of beneficial programs and projects to meet the mission and goals of this Agreement.

IN WITNESS WHEREOF, this Agreement is entered into by the members of the Partnership pursuant to resolutions duly adopted by their respective governing boards.

[Signature page(s) next]

INTERLOCAL COOPERATION ACT AGREEMENT  
FOR CONTINUATION OF THE  
PAPILLION CREEK WATERSHED PARTNERSHIP

SIGNATURE PAGE

Executed by the City of Bellevue, Nebraska on this \_\_\_\_\_ day of  
\_\_\_\_\_, 2019.

THE CITY OF BELLEVUE, NEBRASKA

BY \_\_\_\_\_  
MAYOR

Attest:

\_\_\_\_\_  
CITY CLERK

INTERLOCAL COOPERATION ACT AGREEMENT  
FOR CONTINUATION OF THE  
PAPILLION CREEK WATERSHED PARTNERSHIP

SIGNATURE PAGE

Executed by the Village of Boys Town, Nebraska on this \_\_\_\_\_ day of  
\_\_\_\_\_, 2019.

THE VILLAGE OF BOYS TOWN, NEBRASKA

BY \_\_\_\_\_  
CHAIRMAN, VILLAGE BOARD

Attest:

\_\_\_\_\_  
VILLAGE CLERK

INTERLOCAL COOPERATION ACT AGREEMENT  
FOR CONTINUATION OF THE  
PAPILLION CREEK WATERSHED PARTNERSHIP

SIGNATURE PAGE

Executed by the City of Gretna, Nebraska on this \_\_\_\_\_ day of  
\_\_\_\_\_, 2019.

THE CITY OF GRETNA, NEBRASKA

BY \_\_\_\_\_  
MAYOR

Attest:

\_\_\_\_\_  
CITY CLERK

INTERLOCAL COOPERATION ACT AGREEMENT  
FOR CONTINUATION OF THE  
PAPILLION CREEK WATERSHED PARTNERSHIP

SIGNATURE PAGE

Executed by the City of LaVista, Nebraska on this \_\_\_\_\_ day of  
\_\_\_\_\_, 2019.

THE CITY OF LAVISTA, NEBRASKA

BY \_\_\_\_\_  
MAYOR

Attest:

\_\_\_\_\_  
CITY CLERK

INTERLOCAL COOPERATION ACT AGREEMENT  
FOR CONTINUATION OF THE  
PAPILLION CREEK WATERSHED PARTNERSHIP

SIGNATURE PAGE

Executed by the City of Omaha, Nebraska on this \_\_\_\_\_ day of  
\_\_\_\_\_, 2019.

THE CITY OF OMAHA, NEBRASKA

BY \_\_\_\_\_  
MAYOR

Attest:

\_\_\_\_\_  
CITY CLERK

INTERLOCAL COOPERATION ACT AGREEMENT  
FOR CONTINUATION OF THE  
PAPILLION CREEK WATERSHED PARTNERSHIP

SIGNATURE PAGE

Executed by the City of Papillion, Nebraska on this \_\_\_\_\_ day of  
\_\_\_\_\_, 2019.

THE CITY OF PAPILLION, NEBRASKA

BY \_\_\_\_\_  
MAYOR

Attest:

\_\_\_\_\_  
CITY CLERK

INTERLOCAL COOPERATION ACT AGREEMENT  
FOR CONTINUATION OF THE  
PAPILLION CREEK WATERSHED PARTNERSHIP

SIGNATURE PAGE

Executed by the City of Ralston, Nebraska on this \_\_\_\_\_ day of  
\_\_\_\_\_, 2019.

THE CITY OF RALSTON, NEBRASKA

BY \_\_\_\_\_  
MAYOR

Attest:

\_\_\_\_\_  
CITY CLERK

INTERLOCAL COOPERATION ACT AGREEMENT  
FOR CONTINUATION OF THE  
PAPILLION CREEK WATERSHED PARTNERSHIP

SIGNATURE PAGE

Executed by the County of Sarpy, Nebraska on this \_\_\_\_\_ day of  
\_\_\_\_\_, 2019.

THE COUNTY OF SARPY, NEBRASKA

BY \_\_\_\_\_  
CHAIRPERSON, COUNTY BOARD

Attest:

\_\_\_\_\_  
COUNTY CLERK

INTERLOCAL COOPERATION ACT AGREEMENT  
FOR CONTINUATION OF THE  
PAPILLION CREEK WATERSHED PARTNERSHIP

SIGNATURE PAGE

Executed by the Papio-Missouri River Natural Resources District on this  
\_\_\_\_ day of \_\_\_\_\_, 2019.

PATIO-MISSOURI RIVER NATURAL  
RESOURCES DISTRICT

BY \_\_\_\_\_  
GENERAL MANAGER

## Exhibit A

### **Small Municipal Separate Storm Sewer Systems in Douglas and Sarpy Counties – Stormwater Management Plan**

Measurable goals listed in the Stormwater Management Plan are target goals on which progress will be reported on in the annual report.

<b>A. Public Education and Outreach</b>		
<b>BMP#</b>	<b>SWMP Element Description</b>	<b>Target Goals &amp; Implementation Schedule</b>
1, 3, & 4.	Develop a plan for outreach that defines the goals, objectives, target audience and distribution process of materials for the public education and outreach program	<b>Year 1 - Develop</b> a 5 year education and outreach plan. Submit the plan to NDEQ with the Annual Report. <b>Years 2-5</b> – Review and update the plan each permit year and include the revised plan in the Annual Report.
2.	Maintain and update appropriate messages for targeted residential, construction, and commercial issues.	<b>Year 1</b> – Inventory current outreach materials in each of these targeted areas and develop new materials as needed. <b>Years 2-5</b> – Provide copies of new outreach materials in the annual report.

<b>B. Public Participation and Involvement</b>		
<b>BMP#</b>	<b>SWMP Element Description</b>	<b>Target Goals &amp; Implementation Schedule</b>
1.	Provide opportunities for citizens to comment on new rules, ordinances, and regulations regarding the MS4.	<b>On-Going All Years</b> - Post on the _____ Website proposed changes to rules, ordinances, and regulations. Provide information in the annual report on approved changes and input received from the public.
2.	Create opportunities for citizens to participate in the implementation of stormwater controls.	<b>On-Going All Years</b> - Post on the Papillion Creek Watershed Partnership Website opportunities for public involvement in stormwater control related activities.
3.	Provide access to information about the (City's/County's) SWMP.	<b>On-Going All Years</b> – Maintain current (City/County) SWMP and MS4 annual reports on the Papillion Creek Watershed Partnership Website.

Exhibit A

C. – Illicit Discharge Detection and Elimination		
BMP#	SWMP Element Description	Target Goals & Implementation Schedule
1. a	Maintain a compliance plan or mechanism to follow up on illicit discharges.	<b>On-Going All Years</b> – Maintain the compliance procedures per the permit requirements.
1. b	Maintain a map showing all known MS4 outfalls and the location of all state-designated waters receiving direct discharges from MS4 outfalls.	<b>On-Going All Years</b> – Maintain a continually updated storm sewer system map per the permit requirements.
1. c	Conduct field screening activities per the permit requirements specifically geared to local TMDL pollutants of concern such as E. Coli. Other parameters will be determined based on the results of a PCE, but could include nutrients, ammonia, BOD, and TPH.	<b>On-Going All Years</b> - Annually conduct dry weather monitoring “priority” outfalls. “Priority” outfall are those that are 72” or greater and/or those with documented illicit discharges within the previous 3 years.
1. d	Implement procedures to investigate and trace sources of identified illicit discharges to the MS4.	<b>On-Going All Years</b> – Document investigations include date observed, result of investigation(s) and date closed.
1. e	Implement procedures to remove illicit discharges to the MS4. Document all interactions with potentially responsible parties.	<b>On-Going All Years</b> – Use the code enforcement procedures to eliminate unauthorized non-stormwater discharges identified during an investigation
1. f	Identify and address allowable non-stormwater discharges determined to be significant contributors to pollutants. Identify any additional non-stormwater discharges that will not be addressed as illicit discharges.	<b>On-Going All Years</b> – Report on any local controls or conditions placed upon exempt non-stormwater discharges and additional identified exempted non-stormwater discharges.
2 & 3.	Coordinate with adjacent permitted MS4s to report illicit discharges to the appropriate authority having jurisdiction and respond to reports from other MS4s.	<b>Year 1</b> – Develop procedures for coordination with adjacent permitted MS4's. <b>On-Going All Years</b> – Include in the annual report any known illicit discharge reports to and from adjacent MS4s.
4.	Maintain written procedures for the IDDE component of the MS4 permit.	<b>On-Going All Years</b> – Make available upon request the standard operating procedures developed under this program component.
5.	Receive reports and complaints, internally and from the public, of illicit discharges and illegal dumping into the MS4. Respond to and investigate complaints about spills, dumping, or disposal of materials other than stormwater to the MS4.	<b>On-Going All Years</b> – Coordinate with others in the (City/County) to resolve complaints. Develop a system to generate reports and track the number of calls per year in regard to spills, dumping or improper disposal of material to the MS4. Include a count of complaints received and investigations completed in the annual report.
6.	Develop, implement and maintain a training program for municipal field staff with respect to IDDE.	<b>Year 1</b> – Develop a strategy which identifies field staff and appropriate levels of training. <b>Years 2 - 5</b> – Provide a count of employees which have received training in the annual report.

Exhibit A

D. Construction Site Runoff Control		
BMP#	SWMP Element Description	Target Goals & Implementation Schedule
1.	Maintain the established program requiring operators of public or private construction activities to comply with local erosion and sediment control requirements.	<b>On-Going All Years</b> -Include any updates to (City/County) Code or Permit requirements in the annual report.
2.	Maintain a compliance plan or mechanism to follow up on construction site non-compliance.	<b>On-Going All Years</b> – Maintain the compliance procedures per the permit requirements.
3.	Review grading permit applications and maintain a continually updated inventory of all private and public construction sites.	<b>On-Going All Years</b> – Include in the annual report the number and type of grading permits reviewed.
4.	Maintain the electronic records for inspection of construction sites and enforcement of erosion and sediment control measures.	<b>Year 1</b> – Develop a strategy for site inspections by municipal staff, and include in the annual report. <b>On-Going All Years</b> –Inspect construction sites on a regular basis and on a complaint basis. Track the number of sites inspected annually in a database. Initiate enforcement proceedings as appropriate to address violations. Include a summary of inspections completed and enforcement actions taken in the annual report.
5.	Provide training for municipal staff with respect to their assigned duties as it relates to sediment and erosion control from construction activity. One formal training course for inspection staff during their employment with the City and internal training on an as needed basis to maintain consistent reporting among all inspectors.	<b>On-Going All Years</b> -Include in the annual report the number of staff and their sediment and erosion control training completed.
6.	Communicate with the regulated community and other groups affected by the Construction Site Runoff program and provide a mechanism to receive complaints from the public.	<b>On-Going All Years</b> – Conduct workshops for developers, builders, site designers, contractors, and/or (City/County) staff as determined necessary. Track reports from the public regarding construction sites. Include the number of reports received in the annual report and the permittees response.

Exhibit A

E. Post Construction Runoff Control		
BMP #	SWMP Element Description	Measurable Commitments & Implementation Schedule
1.	Continue to implement the Post Construction Program as stipulated in the OMC. Periodically update guidance material and develop divergent standards for difficult sites such as linear projects. Update as needed the Omaha Regional Stormwater Design Manual (ORSDM).	<b>Year 1-</b> Develop divergent standards for guidance document and update guidance as needed. Submit standards with the annual report. <b>On-going All Years -</b> Revise as necessary. Include a summary of revisions in the annual report.
2.	Review and update, if needed, the standards outlined in the OMC and ORSDM for consistency with required performance standards as they relate to post-construction stormwater management plans.	<b>On-going All Years - Report</b> on any updates to the OMC or ORSDM.
3.	Maintain an online submittal and review process for site plans, easement and maintenance agreements, as built drawings, deed recordings and drainage studies.	<b>On-going All Years -</b> Report number of PCSMP projects and the status of their progress in the annual report.
4.	Develop SOPs for responding to complaints regarding Post Construction BMPs and a strategy for verifying BMPs are being installed & maintained in perpetuity.	<b>Year 1</b> - Submit SOPs with the annual report. <b>On-going All Years - Report</b> on any complaints and/or BMPs which have been certified as complete.
5.	Maintain a database that stores information on approved PCSMPs.	<b>On-going All Years -</b> Provide an inventory of certified stormwater control measures installed as part of the PCSMP requirements. Include a count of BMP types as well as any known changes to BMPs in the annual report.
6.	Inspect sites that are certified by the engineer of record and all sites identified as deficient on a complaint basis. Develop a protocol to bring sites in to compliance.	<b>Year 1</b> - Develop protocol for compliance assistance, and inspection strategy <b>On-going All Years -</b> Document and maintain inspection records of the certified PCSMP projects as identified in the strategy developed. Document any enforcement actions taken. Summarize activities in annual report.

Exhibit A

F. Pollution Prevention and Good Housekeeping		
BMP#	SWMP Element Description	Target Goals & Implementation Schedule
1.	Maintain an inventory and map of municipal facilities. Review annually and update if needed.	<b>On-Going All Years</b> – Maintain an inventory and map of all municipal facilities.
2.	Conduct assessments of municipal maintenance facilities and review their municipal runoff control plans as applicable. Revise plans as needed if facilities expand or reduce activities and implement recommendations based on annual inspections.	<b>Year 1</b> – Develop a strategy to assess municipal facilities and prioritize them based upon a defined set of criteria, include strategy in the annual report. <b>Years 2 - 5</b> - Track the number of assessments for municipal facilities based upon the strategy developed in year 1. Include the number of assessments completed, a description of the assessment procedure and any changes in facilities ranking in the annual report.
3.	Continue to implement Good Housekeeping Program for municipal facilities that addresses “high-priority” facilities (hot spot score of 20-30 out of 30) and site specific SOPs.	<b>On-Going All Years</b> – Annually report new, removed, or significantly updated municipal facilities
4.	Implement practices for maintaining the storm sewer system that includes catch basin maintenance, open channels and other drainage structures, street sweeping, and structural stormwater controls. All maintenance procedures are to be performed such that waste water and waste materials do not enter the MS4.	<b>Year 1:</b> Provide a description of the maintenance programs in the annual report. <b>On-Going All Years:</b> Annually report on Sewer Maintenance activities related to maintaining the storm sewer system and changes to any of the maintenance practices.
5.	Provide training for municipal employees in pollution prevention and good housekeeping.	<b>Year 1</b> - Develop a strategy for municipal employee training in pollution prevention and good housekeeping, include strategy in annual report. <b>On-Going All Years</b> – Conduct training events for municipal staff include number of employees trained, based on strategy developed in year 1, in annual report.
6.	Provide educational material to contractors hired to perform maintenance activities on the MS4.	<b>Year 1</b> - Develop materials to provide to contractors and include in the annual report. <b>Years 2 - 5</b> - Include in the annual report any new materials or updates to existing materials.

## **Exhibit B**

### **PAPILLION CREEK WATERSHED**

### **STORMWATER MANAGEMENT POLICIES**

#### **POLICY GROUP #1: WATER QUALITY IMPROVEMENT**

**ISSUE:** Waters of the Papillion Creek Watershed are impaired.

**“ROOT” POLICY:** Improve water quality from all contributing sources, including but not limited to, agricultural activities, urban stormwater, and combined sewer overflows, such that waters of the Papillion Creek Watershed and other local watersheds can meet applicable water quality standards and community-based goals, where feasible.

#### **SUB-POLICIES:**

- 1) Water Quality LID shall be required on all new developments and significant redevelopments.
- 2) Protect surface and groundwater resources from soil erosion (sheet and rill, wind erosion, gully and stream bank erosion), sedimentation, nutrient and chemical contamination. Buffer strips and riparian corridors should be established along all stream segments.
- 3) Preserve and protect wetland areas to the fullest extent possible to maintain natural hydrology and improve water quality by minimizing the downstream transport of sediment, nutrients, bacteria, etc. borne by surface water runoff. Reestablishment of previously existing wetlands and the creation of new wetlands should be promoted. Any impacted wetlands shall be mitigated at a 3:1 ratio.
- 4) Implement MS4 Stormwater Management Plan to address TMDL.
- 5) Implement Best Management Practices (BMPs), as identified in the Papio-Missouri River Basin Water Quality Management Plan (WQMP), to reduce both urban and rural pollution sources, maintain or restore designated beneficial uses of streams and surface water impoundments, minimize soil loss, and provide sustainable production levels. Water quality basins shall be located in general conformance with an adopted Papillion Creek Watershed Management Plan.

#### **REFERENCE INFORMATION**

#### **DEFINITIONS:**

- 1) **Low-Impact Development (LID).** A land development and management approach whereby stormwater runoff is managed using design techniques that promote infiltration, filtration, storage, evaporation, and temporary detention close to its source. Management of such stormwater runoff sources may include open space, rooftops, streetscapes, parking lots, sidewalks, medians, etc.
- 2) **Water Quality LID.** A level of LID using strategies designed to provide for water quality control of the first  $\frac{1}{2}$  inch of stormwater runoff generated from each new development or significant redevelopment and to maintain the peak discharge rates during the 2-year storm event to baseline land use conditions, measured at every drainage (stormwater discharge) outlet from the new development or significant redevelopment.
- 3) **Best Management Practice (BMP).** “A technique, measure or structural control that is used for a given set of conditions to manage the quantity and improve the quality of

## Exhibit B

### PAPILLION CREEK WATERSHED

### STORMWATER MANAGEMENT POLICIES

stormwater runoff in the most cost-effective manner." [Source: *U.S. Environmental Protection Agency (EPA)*]

4) Total Maximum Daily Load (TMDL). A calculation of the maximum amount of a pollutant that a waterbody can receive and still meet water quality standards, and an allocation of that amount to the pollutant's sources. TMDLs have been approved by EPA for Zorinsky Lake and Papillion Creek Watershed. A September 2002 TMDL addresses Zorinsky Lake for parameters of concern: siltation, nutrients and organic enrichment/low dissolved oxygen. TMDL for Papillion Creek Watershed was approved in October 2009 for *E. coli* bacteria for the segments identified in Table 1.

Table 1. Papillion Creek Watershed Segments of Impaired Waterbodies.

Segment	Stream Segment Location
MT1-10100	Papillion Creek – Big Papillion Creek confluence with West Papillion Creek to Missouri River
MT1-10110	Big Papillion Creek - Little Papillion Creek to confluence with West Papillion Creek
MT1-10111	Little Papillion Creek - Thomas Creek to confluence with Big Papillion Creek
MT1-10111.1	Cole Creek
MT1-10120	Big Papillion Creek - Butter Flat Creek to confluence with Little Papillion Creek
MT1-10200	West Papillion Creek - South Papillion Creek to Confluence with Big Papillion Creek

Water quality standards are set by States, Territories, and Tribes. They identify the uses for each waterbody, for example, drinking water supply, contact recreation (swimming), and aquatic life support (fishing), and the scientific criteria to support that use. A TMDL is the sum of the allowable loads of a single pollutant from all contributing point and non-point sources. The calculation must include a margin of safety to ensure that the waterbody can be used for the purposes the State has designated. The calculation must also account for seasonal variation in water quality. The Clean Water Act, Section 303, establishes the water quality standards and TMDL programs, and for Nebraska such standards and programs are administered by the Nebraska Department of Environmental Quality. [Source: *EPA and Nebraska Surface Water Quality Standards, Title 117*].

5) Municipal Separate Storm Sewer System (MS4). An MS4 is a conveyance or system of conveyances that is:

- owned by a state, city, town, village, or other public entity that discharges to waters of the U.S.,
- designed or used to collect or convey stormwater (e.g., storm drains, pipes, ditches),
- not a combined sewer, and
- not part of a sewage treatment plant, or publicly owned treatment works (POTW).

[Source: EPA].

The communities located with the urbanized area of Douglas and Sarpy counties, as defined by EPA, are defined as an MS4s.

**Exhibit B**  
**PAPILLION CREEK WATERSHED**  
**STORMWATER MANAGEMENT POLICIES**

- 6) Stormwater Management Plan (SWMP). EPA's National Pollutant Discharge System (NPDES) requires small, medium, and large communities to obtain NPDES permits and develop stormwater management programs. The communities located within the Papillion Creek Watershed have developed a Stormwater Management Plan (SWMP) that describes stormwater control practices that will be implemented consistent with permit requirements to minimize the discharge of pollutants from the sewer system. MS4s are required to develop, implement, and enforce a stormwater management program. The SWMP focus is to describe how the MS4 will reduce the discharge of pollutants from its sewer system and addresses these program areas:
  - Construction Site Runoff Control
  - Illicit Discharge Detection and Elimination
  - Pollution Prevention/Good Housekeeping
  - Post-Construction Runoff Control
  - Public Education and Outreach
  - Public Involvement/Participation
- 7) Water Quality Management Plan (WQMP). Plan based on EPA's nine key elements (9 Elements) requirements to achieve improvements in water quality. A WQMP for the Papio-Missouri River Basin, which includes the Papillion Creek Watershed, was approved in June 2018 by EPA which lays out a strategy to systematically address water resource deficiencies in the basin and allows for management of individual watersheds or other targeted areas. The focus of the Plan is to address impaired waterbodies and satisfy the EPA requirements to be eligible for Section 319 funding. Implementation will be guided on a watershed scale by a comprehensive strategy to address water and land use deficiencies that contribute to the degradation of surface water resources, groundwater resources, and aquatic and terrestrial habitat. The ultimate goal is to delist impaired waterbodies from the 303(d) list. [Source: 2018 *Papio-Missouri River Basin Water Quality Management Plan*].

## **Exhibit B**

### **PAPILLION CREEK WATERSHED**

### **STORMWATER MANAGEMENT POLICIES**

#### **POLICY GROUP #2: PEAK FLOW REDUCTION**

##### **ISSUE**

Urbanization within the Papillion Creek Watershed has and will continue to increase runoff leading to more flooding problems and diminished water quality.

##### **ROOT POLICY**

Maintain or reduce stormwater peak discharge during development and after full build-out land use conditions from that which existed under baseline land use conditions.

##### **SUB-POLICY**

- 1) Regional stormwater detention facilities and other structural and non-structural BMPs shall be located in general conformance with an adopted Papillion Creek Watershed Management Plan and shall be coordinated with other related master planning efforts for parks, streets, water, sewer, etc.
- 2) Maximum LID shall be required to reduce peak discharge rates on all new developments and significant redevelopments as identified in the Papillion Creek Watershed Management Plan.
- 3) All significant redevelopment shall maintain peak discharge rates during the 2, 10, and 100-year storm event under baseline land use conditions.

#### **REFERENCE INFORMATION**

##### **DEFINITIONS**

- 1) **Low-Impact Development (LID)**. A land development and management approach whereby stormwater runoff is managed using design techniques that promote infiltration, filtration, storage, evaporation, and temporary detention close to its source. Management of such stormwater runoff sources may include open space, rooftops, streetscapes, parking lots, sidewalks, medians, etc.
- 2) **Water Quality LID**. A level of LID using strategies designed to provide for water quality control of the first ½ inch of stormwater runoff generated from each new development or significant redevelopment and to maintain the peak discharge rates during the 2-year storm event to baseline land use condition, measured at every drainage (stormwater discharge) outlet from the new development or significant redevelopment.
- 3) **Maximum LID**. A level of LID using strategies, including water quality LID and on-site detention, designed not to exceed peak discharge rates of more than 0.2 cfs/acre during the 2-year storm event or 0.5 cfs/acre during the 100-year storm event based on the contributing drainage from each site, measured at every drainage (stormwater discharge) outlet from the new development or significant redevelopment.
- 4) **Peak Discharge or Peak Flow**. The maximum instantaneous surface water discharge rate resulting from a design storm frequency event for a particular hydrologic and hydraulic analysis, as defined in the Omaha Regional Stormwater Design Manual. The measurement of the peak discharge shall be at the lower-most drainage outlet(s) from a new development or significant redevelopment.

**Exhibit B**  
**PAPILLION CREEK WATERSHED**  
**STORMWATER MANAGEMENT POLICIES**

- 5) Regional Stormwater Detention Facilities. Those facilities generally serving a drainage catchment area of 500 acres or more in size.
- 6) Baseline Land Use Conditions. That which existed for Year 2001 for Big and Little Papillion Creeks and its tributaries (excluding West Papillion Creek) and for Year 2004 for West Papillion Creek and its tributaries.
- 7) Full Build-Out Land Use Conditions. Fully platted developable land use conditions for the combined portions of the Papillion Creek Watershed that lie in Douglas and Sarpy Counties that are assumed to occur by the Year 2050, plus the projected 2050 land uses within the Watershed in Washington County; or as may be redefined through periodic updates to the respective County comprehensive plans.

## **Exhibit B**

### **PAPILLION CREEK WATERSHED**

### **STORMWATER MANAGEMENT POLICIES**

#### **POLICY GROUP #3: LANDSCAPE PRESERVATION, RESTORATION, AND CONSERVATION**

**ISSUE:** Natural areas are diminishing, and there is a need to be proactive and integrate efforts directed toward providing additional landscape and green space areas with enhanced stormwater management through restoration and conservation of stream corridors, wetlands, and other natural vegetation.

**“ROOT” POLICY:** Utilize landscape preservation, restoration, and conservation techniques to meet the multi-purpose objectives of enhanced aesthetics, quality of life, recreational and educational opportunities, pollutant reduction, and overall stormwater management.

#### **SUB-POLICIES:**

- 1) Incorporate stormwater management strategies as a part of landscape preservation, restoration, and conservation efforts where technically feasible.
- 2) Define natural resources for the purpose of preservation, restoration, mitigation, and/or enhancement.
- 3) For new development or significant redevelopment, provide a creek setback of 3:1 plus 50 feet along all streams as identified in the Papillion Creek Watershed Management Plan and a creek setback of 3:1 plus 20 feet for all other watercourses.
- 4) All landscape preservation features as required in this policy or other policies, including all stormwater and LID strategies, creek setbacks, existing or mitigated wetlands, etc., identified in new or significant redevelopment shall be placed into an out lot or within public right of way or otherwise approved easement.
- 5) These policies are intended to provide a minimum requirement for new development or significant redevelopment. Site conditions may warrant additional setback distance or other stream stabilization measures.
- 6) The Papillion Creek Watershed Partnership is working in conjunction with USACE to study stream stability in the watershed. Additional policy updates may be considered at the conclusion of that study.

#### **REFERENCE INFORMATION**

#### **DEFINITIONS**

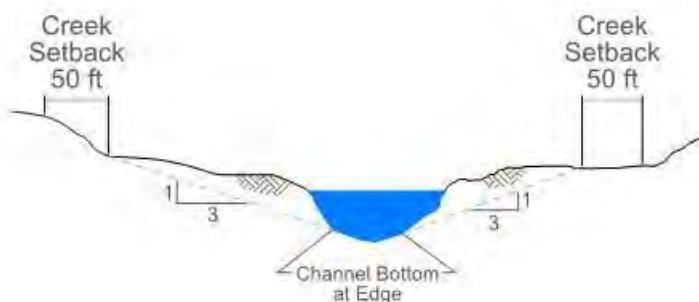
- 1) **Creek Setback.** See Figure 1 below and related definitions in Policy Group #5. A setback area equal to three (3) times the channel depth plus fifty (50) feet (3:1 plus 50 feet) from the edge of the channel bottom on both sides of the channel shall be required for any above or below ground structure exclusive of bank stabilization structures, poles or sign structures adjacent to any watercourse defined within the watershed drainage plan. Grading, stockpiling, and other construction activities are not allowed within the setback area and the setback area must be protected with adequate erosion controls or other Best Management Practices, (BMPs). The outer 30 feet adjacent to the creek setback limits may be credited toward meeting the landscaping buffer and pervious coverage requirements.

## **Exhibit B**

### **PAPILLION CREEK WATERSHED**

### **STORMWATER MANAGEMENT POLICIES**

A property can be exempt from the creek setback requirement upon a showing by a licensed professional engineer that adequate bank stabilization structures or slope protection will be installed in the construction of said structure, having an estimated useful life equal to that of the structure, which will provide adequate erosion control conditions coupled with adequate lateral support so that no portion of said structure adjacent to the stream will be endangered by erosion or lack of lateral support. In the event that the structure is adjacent to any stream which has been channelized or otherwise improved by any agency of government, then such certificate providing an exception to the creek setback requirement may take the form of a certification as to the adequacy and protection of the improvements installed by such governmental agency. If such exemption is granted, applicable rights-of-way must be provided and a minimum 20-foot corridor adjacent thereto.



**Figure 1 –Creek Setback Schematic**

**Exhibit B**  
**PAPILLION CREEK WATERSHED**  
**STORMWATER MANAGEMENT POLICIES**

**POLICY GROUP #4: EROSION AND SEDIMENT CONTROL  
AND OTHER BMPs**

**ISSUE:** Sound erosion and sediment control design and enforcement practices are needed in order to protect valuable land resources, stream and other drainage corridors, and surface water impoundments and for the parallel purpose of meeting applicable Nebraska Department of Environmental Quality regulatory requirements for construction activities that disturb greater than one acre.

**“ROOT” POLICY:** Promote uniform erosion and sediment control measures by implementing consistent rules for regulatory compliance pursuant to State and Federal requirements, including the adoption of the Omaha Regional Stormwater Design Manual.

**SUB-POLICIES:**

- 1) Construction site stormwater management controls shall include both erosion and sediment control measures.
- 2) The design and implementation of post-construction, permanent erosion and sediment controls shall be considered in conjunction with meeting the intent of other Stormwater Management Policies.
- 3) Sediment storage shall be incorporated with all regional detention facilities where technically feasible.

**REFERENCE INFORMATION**

**DEFINITIONS**

- 1) Erosion Control. Land and stormwater management practices that minimize soil loss caused by surface water movement.
- 2) Sediment Control. Land and stormwater management practices that minimize the transport and deposition of sediment onto adjacent properties and into receiving streams and surface water impoundments.

## **Exhibit B**

### **PAPILLION CREEK WATERSHED**

### **STORMWATER MANAGEMENT POLICIES**

#### **POLICY GROUP #5: FLOODPLAIN MANAGEMENT**

**ISSUE:** Continued and anticipated development within the Papillion Creek Watershed mandates that holistic floodplain management be implemented and maintained in order to protect its citizens, property, and natural resources.

**“ROOT” POLICY:** Participate in the FEMA National Flood Insurance Program, update FEMA floodplain mapping throughout the Papillion Creek Watershed, and enforce floodplain regulations to full build-out, base flood elevations.

#### **SUB-POLICIES:**

- 1) Floodplain management coordination among all jurisdictions within the Papillion Creek Watershed and the Papio-Missouri River Natural Resources District (P-MRNRD) is required.
- 2) Flood Insurance Studies and Flood Insurance Rate Maps throughout the Papillion Creek Watershed shall be updated as new data and methodologies become available. Any further updates will use current and full-build out conditions hydrology.
- 3) Encroachments for new developments or significant redevelopments within floodway fringes shall not cause any increase greater than one (1.00) foot in the height of the full build-out base flood elevation using best available data.
- 4) Filling of the floodway fringe associated with new development within the Papillion Creek System shall be limited to 25% of the floodway fringe in the floodplain development application project area, unless approved mitigation measures are implemented. The remaining 75% of floodway fringe within the project area shall be designated as a floodway overlay zone. For redevelopment, these provisions may be modified or waived in whole or in part by the local jurisdiction.
- 5) The low chord elevation for bridges crossing all watercourses within FEMA designated floodplains shall be a minimum of one (1) foot above the base flood elevation for full-build out conditions hydrology using best available data.
- 6) The lowest first floor elevation of buildings associated with new development or significant redevelopment that are upstream of and contiguous to regional dams within the Papillion Creek Watershed shall be a minimum of one (1) foot above the 500-year flood pool elevation (i.e. auxiliary spillway crest + 1 foot).

#### **REFERENCE INFORMATION**

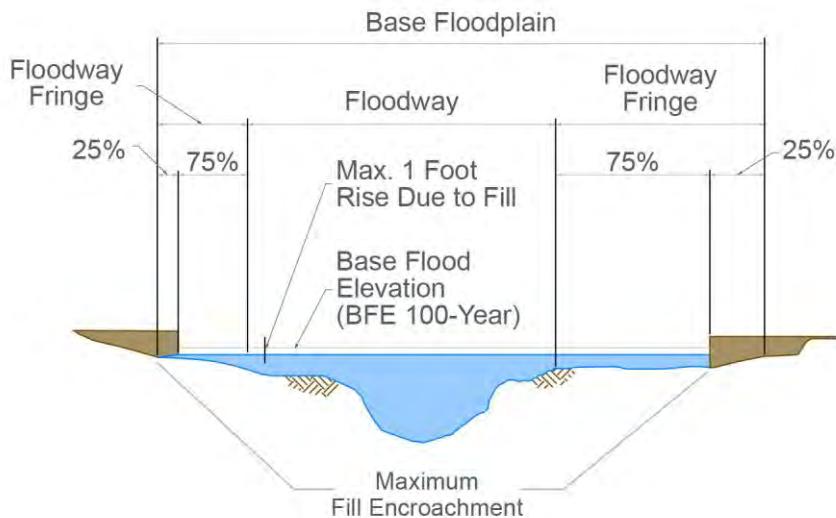
**DEFINITIONS** (See Figure 1 below and related definitions in Policy Group #3: Landscape Preservation, Restoration, and Conservation).

- 1) **Base Flood.** The flood having a one percent chance of being equaled or exceeded in magnitude in any given year (commonly called a 100-year flood). *[Adapted from Chapter 31 of Nebraska Statutes]*
- 2) **Floodway.** The channel of a watercourse and the adjacent land areas that are necessary to be reserved in order to discharge the base flood without cumulatively

## Exhibit B

### PAPILLION CREEK WATERSHED

### STORMWATER MANAGEMENT POLICIES



**Figure 1 – Floodway Fringe Encroachment Schematic**

increasing the water surface elevation more than one foot. *[Adapted from Chapter 31 of Nebraska Statutes]*. The Federal Emergency Management Agency (FEMA) provides further clarification that a floodway is the central portion of a riverine floodplain needed to carry the deeper, faster moving water.

- 3) **Floodway Fringe**. That portion of the floodplain of the base flood, which is outside of the floodway. *[Adapted from Chapter 31 of Nebraska Statutes]*
- 4) **Floodplain**. The area adjoining a watercourse, which has been or may be covered by flood waters. *[Adapted from Chapter 31 of Nebraska Statutes]*
- 5) **Watercourse**. Any depression two feet or more below the surrounding land which serves to give direction to a current of water at least nine months of the year and which has a bed and well-defined banks. *[Adapted from Chapter 31 of Nebraska Statutes]*
- 6) **Low Chord Elevation**. The bottom-most face elevation of horizontal support girders or similar superstructure that supports a bridge deck.
- 7) **Flood Insurance Studies and Flood Insurance Rate Maps**. FEMA and the P-MRNRD as a Cooperating Technical Partner update Flood Insurance Studies and Flood Insurance Rate Maps as new data, methodologies, or funding is available. FEMA and P-MRNRD work together to determine if updates are necessary. As part of any new study, FEMA will produce both the Flood Insurance Study and Flood Insurance Rate Maps, as well as Flood Risk Products. These products include a Flood Risk Map, a Flood Risk Report, and a Flood Risk Database, Changes Since Last FIRM, Areas of Mitigation Interest, Flood Depth and Analysis Grids, and Flood Risk Assessment Data. In addition to these standard datasets, the Flood Risk Database may contain custom datasets based on available information.<sup>8)</sup> **New Development**. New development shall be defined as that which is undertaken to any undeveloped parcel that existed at the time of implementation of this policy.

## **Exhibit B**

### **PAPILLION CREEK WATERSHED**

### **STORMWATER MANAGEMENT POLICIES**

#### **POLICY GROUP #6: STORMWATER MANAGEMENT FINANCING**

**ISSUE:** Regulatory requirements for stormwater management and implementation of Stormwater Management Policies intended to accommodate new development and significant redevelopment will impose large financial demands for capital and operation and maintenance beyond existing funding resources.

**“ROOT” POLICY:** Dedicated, sustainable funding mechanisms shall be developed and implemented to meet capital and operation and maintenance obligations needed to implement NPDES Stormwater Management Plans, Stormwater Management Policies, and the Papillion Creek Watershed Management Plan.

#### **SUB-POLICIES:**

- 1) All new development and significant redevelopment will be required to fund the planning, implementation, and operation and maintenance of water quality LID.
- 2) A Watershed Management Fee system shall be established to equitably distribute the capital cost of implementing the Papillion Creek Watershed Management Plan among new development or significant redevelopment. Such Watershed Management Fee shall only apply to new development or significant redevelopment within the Papillion Creek Watershed and the initial framework shall consist of the following provisions:
  - a. Collection of fees and public funding shall be earmarked specifically for the construction of projects called for in the Papillion Creek Watershed Management Plan, including Maximum LID costs such as on site detention, regional detention basins, and water quality basins.
  - b. Multiple fee classifications shall be established which fairly and equitably distribute the cost of these projects among all undeveloped areas within the Papillion Creek Watershed.
  - c. Watershed Management Fees (private) are intended to account for approximately one-third (1/3) of required capital funds and shall be paid to the applicable local zoning jurisdiction with building permit applications.
  - d. Watershed Management Fee revenues shall be transferred from the applicable local zoning jurisdiction to a special P-MRNRD construction account via inter-local agreements.
  - e. The P-MRNRD (public) costs are intended to account for approximately two-thirds (2/3) of required capital funds, including the cost of obtaining necessary land rights, except as further provided below; and the P-MRNRD shall be responsible for constructing regional detention structures and water quality basins using pooled accumulated funds.
  - f. The P-MRNRD will seek an extension of its general obligation bonding authority from the Nebraska Legislature to provide necessary construction scheduling flexibility.
  - g. Financing for Papillion Creek Watershed Management Plan projects may require public-private partnership agreements between the P-MRNRD and developers/S&IDs on a case-by-case basis.

**Exhibit B**  
**PAPILLION CREEK WATERSHED**  
**STORMWATER MANAGEMENT POLICIES**

- h. On approximately five (5)-year intervals, the Papillion Creek Watershed Management Plan and Watershed Management Fee framework, rates, and construction priority schedule shall be reviewed with respect to availability of needed funds and rate of development within the Papillion Creek Watershed by the parties involved (local zoning jurisdictions, P-MRNRD, and the development community). Subsequent changes thereto shall be formally approved by the respective local zoning jurisdictions and the P-MRNRD.
  - 3) A Stormwater Utility Fee System shall be established to equitably distribute the costs for ongoing operation and maintenance of all stormwater BMPs and infrastructure among all existing property owners within MS4 jurisdictions.
    - a. MS4 cities and counties should actively seek legislation from the Nebraska Legislature to allow for the establishment of an equitable stormwater utility fee.
    - b. The initial framework for the Stormwater Utility Fee System should consist of the following provisions provided Nebraska statutes allow for such a fee:
      - i. A county or city shall establish by resolution user charges to be assessed against all real property within its zoning jurisdiction and may issue revenue bonds or refunding bonds payable from the proceeds of such charges, all upon terms as the county board or city council determines are reasonable.
      - ii. Such charges shall be designed to be proportionate to the stormwater runoff contributed from such real property and based on sound engineering principles.
      - iii. Such charges should provide credits or adjustments for stormwater quantity and quality BMPs utilized in order to encourage wise conservation and management of stormwater on each property.
      - iv. Such charges shall be collected in a manner that the county or city determines as appropriate and shall not be determined to be special benefit assessments.
      - v. A county or city shall establish a system for exemption from the charges for the property of the state and its governmental subdivisions to the extent that it is being used for a public purpose. The local elected body shall also provide an appeals process for aggrieved parties.
      - vi. A county shall not impose these charges against real property that is being charged user charges by a city.
      - vii. Any funds raised from a Stormwater Utility Fee shall be placed in a separate fund and shall not be used for any purpose other than those specified.

**REFERENCE INFORMATION**

**DEFINITIONS**

- 1) Stormwater Management Policies. Initial stormwater management policies were approved in 2009. The policies were developed by the Technical Workgroup and Policy

## **Exhibit B**

### **PAPILLION CREEK WATERSHED**

### **STORMWATER MANAGEMENT POLICIES**

Workgroup that were commissioned by the Papillion Creek Watershed Partnership (PCWP) subsequent to the “Green, Clean, and Safe” initiatives developed through the “Watershed by Design” public forums conducted in 2004 and 2005 and subsequently revised by the PCWP in 2009, 2014 and 2019. The following policy groups contain “root” policies and sub-policies for stormwater management that have been developed in addition to the Stormwater Management Financing Policy Group herein:

- Policy Group #1 – Water Quality Improvement
- Policy Group #2 – Peak Flow Reduction
- Policy Group #3 – Landscape Preservation, Restoration, and Conservation
- Policy Group #4 – Erosion and Sediment Control and Other BMPs
- Policy Group #5 – Floodplain Management

2) Stormwater Management Plan (SWMP). A SWMP is a required part of the NPDES MS4 Stormwater Permits issued to the Papillion Creek Watershed Partnership (PCWP) members. Development of Stormwater Management Policies is an integral part of the SWMP, and such policies are to be adopted by respective PCWP partners.

3) Comprehensive Development Plans. Existing plans developed by local jurisdictions that serve as the basis for zoning and other land use regulations and ordinances. The Stormwater Management Policies are to be incorporated into the respective Comprehensive Development Plans.

4) Policy Implementation. The implementation of the policies will be through the development of ordinances and regulations, in years 3 through 5 of the NPDES permit cycle; that is, by the year 2019. Ordinances and regulations are intended to be consistent for, and adopted by, the respective PCWP members. Such ordinances and regulations shall need to be consistent with the Comprehensive Development Plans of the respective PCWP members.

5) Low-Impact Development (LID). A land development and management approach whereby stormwater runoff is managed using design techniques that promote infiltration, filtration, storage, evaporation, and temporary detention close to its source. Management of such stormwater runoff sources may include open space, rooftops, streetscapes, parking lots, sidewalks, medians, etc.

6) Water Quality LID. A level of LID using strategies designed to provide for water quality control of the first ½ inch of stormwater runoff generated from each new development or significant redevelopment and to maintain the peak discharge rates during the 2-year storm event to baseline land use conditions, measured at every drainage (stormwater discharge) outlet from the new development or significant redevelopment.

7) Maximum LID. A level of LID using strategies, including water quality LID and on-site detention, designed not to exceed peak discharge rates of more than 0.2 cfs/acre during the 2-year storm event or 0.5 cfs/acre during the 100-year storm event based on the contributing drainage from each site, measured at every drainage (stormwater discharge) outlet from the new development or significant redevelopment.

8) Baseline Land Use Conditions. That which existed for Year 2001 for Big and Little Papillion Creeks and its tributaries (excluding West Papillion Creek) and for Year 2004

**Exhibit B**  
**PAPILLION CREEK WATERSHED**  
**STORMWATER MANAGEMENT POLICIES**

for West Papillion Creek and its tributaries. That which existed in 2007 for all areas not within the Papillion Creek Watershed.

**BASIS FOR STORMWATER MANAGEMENT FINANCING ISSUE**

- 1) Time is of the essence for policy development and implementation:
  - a) Under the existing NPDES Municipal Stormwater Permits for MS4s, issued by the Nebraska Department of Environmental Quality, permittees must develop strategies, which include a combination of structural and/or non-structural best management practices for managing non-point source pollution. The current Stormwater Management Plan was developed by the PCWP in 2017 and fully implemented in 2018.
  - b) The S&ID platting process is typically several years ahead of full occupation of an S&ID. Therefore, careful pre-emptive planning and program implementation is necessary in order to construct regional stormwater detention and water quality basin improvements in a timely manner to meet the purposes intended and to avoid conflicts from land use encroachments from advancing development.
- 2) Financing to meet capital and O&M obligations for stormwater management projects requires a comprehensive, uniformly applied approach and not a project-by-project approach.

## Exhibit C

### Stormwater Management Elements Shared by the Papillion Creek Watershed Partnership

<b>A. Public Education and Outreach</b>	<b>Lead Partnership Member(s)</b>
Develop Education and Outreach Plan	City of Omaha, PMRNRD
Maintain and Update Outreach Materials	City of Omaha
<b>B. Public Participation and Involvement</b>	<b>Lead Partnership Member(s)</b>
Create Opportunities for Citizen Participation	City of Omaha, PMRNRD
<b>C. Illicit Discharge Detection and Elimination</b>	<b>Lead Partnership Member(s)</b>
Track IDDE complaints	City of Omaha
<b>D. Construction Site Runoff</b>	<b>Lead Partnership Member(s)</b>
Perform Construction Site Inspections	City of Omaha
Maintain Construction Site Reporting Website	City of Omaha
Conduct Workshops on Construction Site Runoff	City of Omaha
<b>E. Post Construction Runoff Control</b>	<b>Lead Partnership Member(s)</b>
Update Omaha Regional Stormwater Design Manual as standards are updated	City of Omaha
Maintain PCSMP Application Reporting, and Project Database Website	City of Omaha
<b>F. Pollution Prevention and Good Housekeeping</b>	<b>Lead Partnership Member(s)</b>
Education and Training	City of Omaha

**EXHIBIT D**  
**FY 2020 Partner Contributions**

Bellevue	9.9%	\$36,400
Boys Town	0.2%	\$750
Gretna	1.6%	\$5,700
LaVista	2.9%	\$10,750
Omaha	50.0%	\$184,400
Papillion	6.3%	\$23,250
Ralston	0.6%	\$2,250
Sarpy County	4.2%	\$15,500
Papio-Missouri River NRD	24.3%	\$90,000
	100.0%	\$369,000

P-MRNRD Contribution Shall equal 24.3% of the total annual contributions

Percentage of Zoning Jurisdictions Contributions Calculated as:

$$Contribution\% = \left( 0.5 \frac{Population_{Jurisdiction}}{Population_{Total}} + 0.5 \frac{Area_{Jurisdiction}}{Area_{Total}} \right) \times 0.757$$

Definitions:

Population -Jurisdiction

Population within the boundaries of each jurisdiction, including extra-territorial jurisdiction boundaries. Population for Sarpy County is calculated as those residing outside of the ETJ boundaries of communities within the county.

Population - Total

Total population residing in Papillion Creek Watershed.

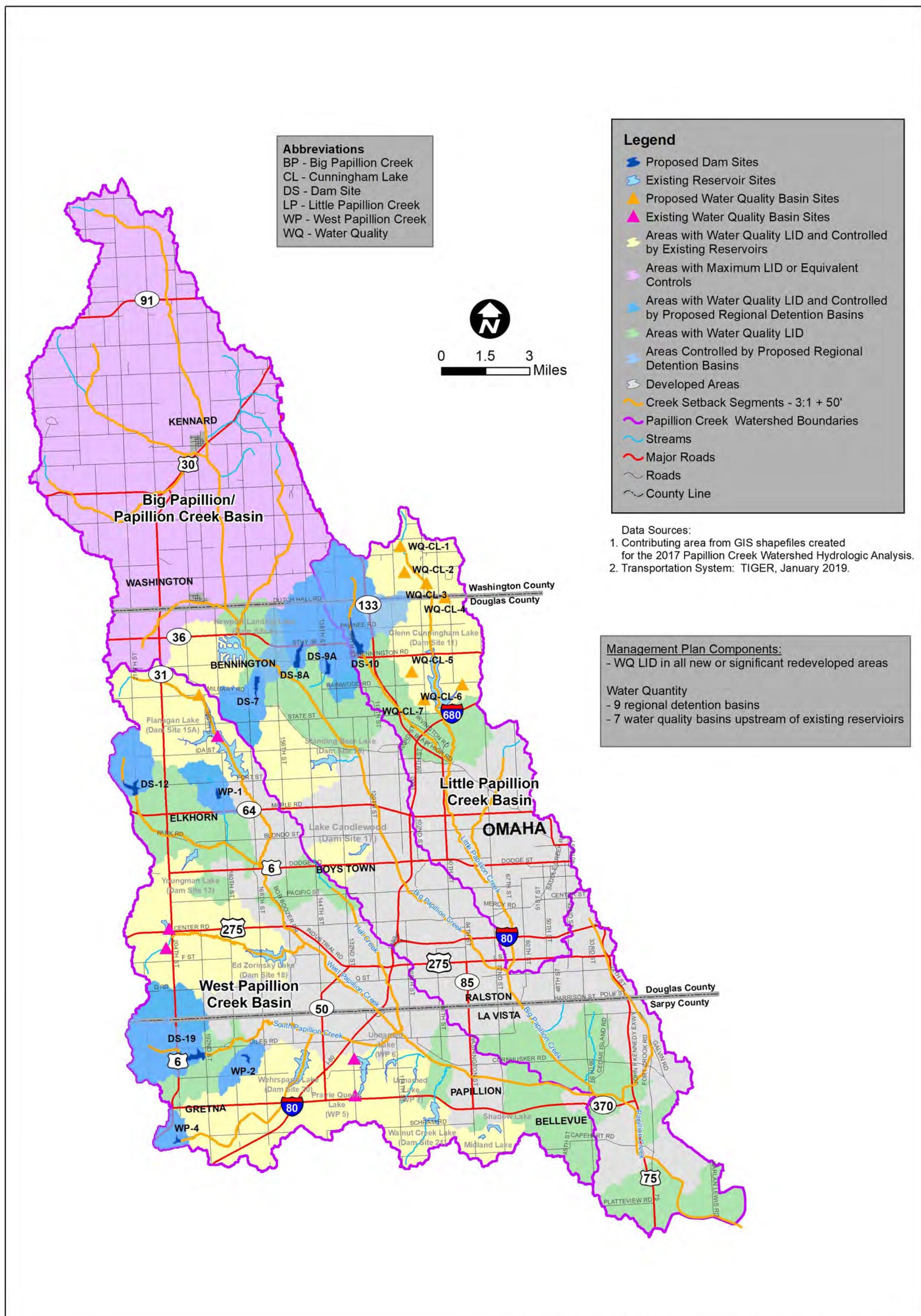
Area - Jurisdiction

Area of each jurisdiction, including ETJ, within the Papillion Creek Watershed.

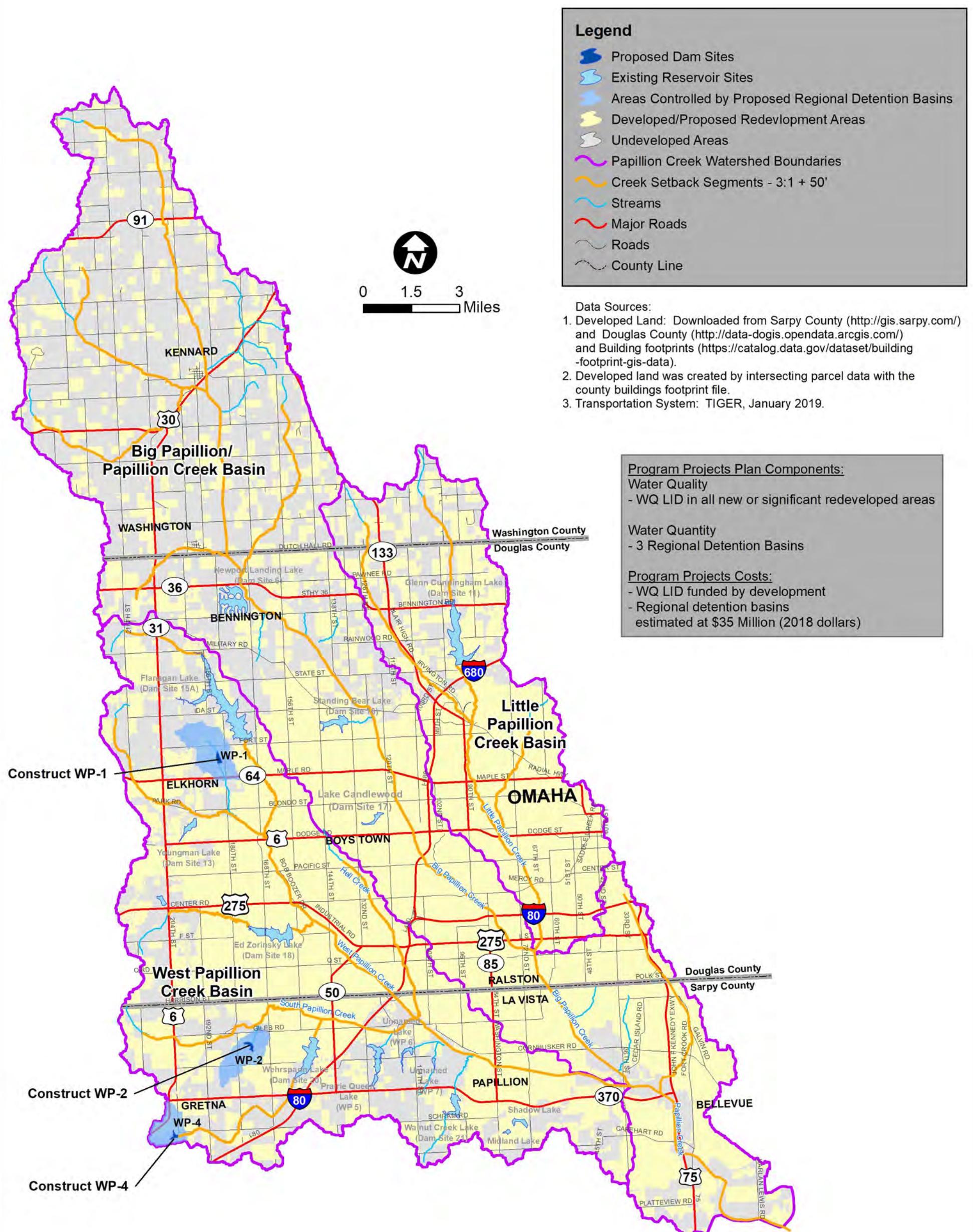
Area - Total

Total land area of all Partner's jurisdiction within the Papillion Creek Watershed.

## Exhibit E



## Exhibit F



IMPLEMENTATION PLAN  
STRUCTURAL ELEMENTS, PROGRAM PROJECTS (FY 2020 TO FY 2024)  
APRIL 2019

**Exhibit G**  
**Watershed Fee Schedule**

<b>Fee Category</b>	<b>FY2020</b> <b>July 1, 2019- June 30, 2020</b>	<b>FY2021</b> <b>July 1, 2020- June 30, 2021</b>	<b>FY2022</b> <b>July 1, 2021- June 30, 2022</b>	<b>FY2023</b> <b>July 1, 2022- June 30, 2023</b>	<b>FY2024</b> <b>July 1, 2023- June 30, 2024</b>
Single Family Residential (also includes low density multi-family up to 4-plexes) per dwelling unit	\$931	\$954	\$978	\$1,002	\$1,027
High Density Multi-Family Residential (beyond 4-plexes) per gross acre	\$4,095	\$4,197	\$4,302	\$4,410	\$4,520
Commercial/Industrial/Institutional per gross acre	\$4,963	\$5,087	\$5,214	\$5,345	\$5,478

**CITY OF LA VISTA**  
**MAYOR AND CITY COUNCIL REPORT**  
**JUNE 4, 2019 AGENDA**

<b>Subject:</b>	<b>Type:</b>	<b>Submitted By:</b>
PROFESSIONAL SERVICES AGREEMENT – ◆ EAST LA VISTA SEWER AND PAVEMENT REHABILITATION – PHASE 1	RESOLUTION ORDINANCE RECEIVE/FILE	PAT DOWSE CITY ENGINEER

**SYNOPSIS**

A resolution has been prepared to authorize a professional services agreement with HGM Associates of Omaha, Nebraska for Phase 1 (Investigation) of the East La Vista Sewer and Pavement Rehabilitation project in an amount not to exceed \$172,210.

**FISCAL IMPACT**

The FY19/20 Biennial Budget includes funding for this project.

**RECOMMENDATION**

Approval

**BACKGROUND**

The Public Works Department recently solicited proposals for engineering services related to the East La Vista Sewer and Pavement Rehabilitation project. Two phases of work are anticipated. Phase 1 work will include geotechnical investigation, existing sewer condition assessments, pavement condition assessments, and utility coordination. Once investigations and assessments are completed, the information will be used to provide alternatives with a goal of an additional 50-year service life to the sanitary sewer and paving systems within the neighborhood. This information will be shared with neighborhood residents in a public meeting as an opportunity to engage residents and gather input on the project. Phase 1 will conclude with a final report, and a presentation to the City Council. Phase 2 will consist of design and construction of chosen alternatives presented in Phase 1. The Phase 2 scope of work, fees and schedule will be determined after Phase 1 work is complete. Phase 1 work is scheduled to be completed approximately 180 days from Notice to Proceed. Phase 2 will commence after Phase 1 is complete, anticipating construction of the Phase 2 design to begin in 2021.

Six (6) engineering teams submitted proposals for this project. Four (4) of the teams were interviewed in late April of 2019, and the HGM team is being recommended for this project. HGM not only had a vast amount of experience working on similar projects, but they put a large emphasis on the public involvement/coordination portions of the project and had completed the most detailed project background research.

**RESOLUTION NO. \_\_\_\_**

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA, NEBRASKA AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT WITH HGM ASSOCIATES, INC., OMAHA, NEBRASKA, FOR ENGINEERING SERVICES RELATED TO PHASE I OF THE EAST LA VISTA SEWER AND PAVEMENT REHABILITATION PROJECT NOT TO EXCEED \$172,210.

WHEREAS, the City desires to enter into a professional services agreement with HGM Associates, Inc. for engineering services related to Phase I of the East La Vista Sewer and Pavement Rehabilitation Project; and

WHEREAS, the FY 2019/2020 Biennial Budget includes funding for the proposed professional services; and

WHEREAS, Subsection (C) (9) of Section 31.23 of the La Vista Municipal Code requires that the City Administrator secure council approval prior to authorizing any purchases over \$5,000;

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and City Council of the City of La Vista, Nebraska, hereby authorize the Mayor to execute a professional services agreement with HGM Associates, Inc., Omaha, Nebraska, for engineering services related to Phase I of the East La Vista Sewer and Pavement Rehabilitation Project in an amount not to exceed \$172,210.

PASSED AND APPROVED THIS 4TH DAY OF JUNE, 2019.

CITY OF LA VISTA

---

Douglas Kindig, Mayor

ATTEST:

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Pamela A. Buethe, CMC  
City Clerk



June 4, 2019

Mr. Pat Dowse, P.E  
City Engineer  
City of LaVista  
Public Works Department  
9900 Portal Road  
LaVista, Nebraska 68128

Subject: East LaVista  
Sewer and Pavement Rehabilitation  
Phase 1-Investigation  
**HGM Proposal No. 000719-021**

Dear Pat:

On behalf of HGM ASSOCIATES INC. (HGM) we are pleased to submit this letter form agreement for engineering services for the referenced project. This agreement consists of this letter, the attached Scope of Services labeled as Exhibit A, the attached General Provisions labeled as Exhibit B, and the attached Manhours and Total Lumps Sum Fees labeled Exhibit C.

HGM will provide Basic Services for Phase 1: Investigation of Existing Conditions and Analysis of Alternatives with Initial Opinions of Probable Costs. These services are more specifically defined in the attached Scope of Services, Exhibit A and C. We will also provide Additional Services upon your request and receipt of your written authorization.

HGM will provide these Basic Services for a lump sum amount of \$172,210. However, if the time and materials required of TREKK for protruding tap removal, heavy cleaning, or root cutting is greater or lesser than the time and materials specified in Exhibit A and Exhibit C for such work, the parties shall execute a change order. The change order shall include the ADD or DEDUCT of these quantities and the ADJUSTED lump sum amount based on the actual time and materials. Additional Services will be charged on an hourly basis in accordance with our standard hourly rate schedule.

**City of LaVista**

June 4, 2019

Page 2 of 2

We will bill you monthly for our services and reimbursable expenses proportionate to the work completed on the project. All fees are due and payable to HGM within 30 days of the invoice receipt. A service charge of one and one-half percent per month will be added to any amounts outstanding after such 30 days.

We anticipate that we will be able to begin work on this project within five (5) working days of receiving your authorization to proceed in the form of your acceptance of this agreement. We estimate that all work can then be completed within one-hundred eighty (180) calendar days of your authorization to proceed. If at any time we are delayed in the performance of these services, we will notify you immediately. Please note that any information to be provided by you as defined under Client's Responsibilities in the attached Scope of Services will need to be furnished to HGM prior to our beginning work.

**Please indicate your acceptance of this agreement by signing where indicated below and returning one original signed copy to this office; OR, you may then scan a complete set of this document and email it in its entirety to HGM.** We sincerely appreciate the opportunity to work with you.

Yours very truly,  
HGM ASSOCIATES INC. - CONSULTANT



Stephen W. Moffitt, P.E.  
Vice-President



John F. Krager III, P.E.  
Project Manager

Acceptance of Proposal:  
CITY OF LAVISTA - CLIENT

---

Authorized Signature

---

Printed Name & Title

---

Date of Acceptance

This is an exhibit attached to and made part of the letter agreement dated June 4, 2019 between: CITY OF LAVISTA (CLIENT) and HGM ASSOCIATES INC. (CONSULTANT).

**Project Description:** East LaVista  
Sewer and Pavement Rehabilitation  
Phase 1-Investigation  
**HGM Proposal No. 000719-021**

The East La Vista subdivision (“House of the Nines”) area is located on the southeast corner of 72nd and Harrison Street and was the first subdivision platted and development which began the City of La Vista around 1960.

PHASE 1 – INVESTIGATION project is to provide an analysis of alternatives and initial opinions of costs for the rehabilitation of the sanitary sewers and pavements.

The Basic Services to be provided by the CONSULTANT under this agreement are further described as follows:

## **1. PHASE 1 - INVESTIGATION**

### **a. HGM (Prime)**

- i. Project Coordination and Administration.
  1. Coordination TREKK, Thiele, and Emspace + Lovgren, and
  2. Project scheduling and administration.
- ii. Data Collection
  1. Gather and review existing CLIENT information:
    - a. City maps,
    - b. Data,
    - c. Reports and Studies, and
    - d. Plans.
- iii. Pavement Surface Evaluation and Rating (PASER) Evaluation:
  1. Inspection of condition of existing street pavement within East La Vista subdivision generally bounded by the streets below. The PASER evaluation shall not include Harrison Street and 72<sup>nd</sup> Street.
    - a. Harrison Street (north),
    - b. 72<sup>nd</sup> Street (west), and
    - c. 69<sup>th</sup> Street (east and south).
  2. Create a Photolog and document locations of repairs. The repair areas will be identified by property address:
    - a. Pavements,
    - b. Driveway approaches,
    - c. Storm inlet tops,
    - d. Curbs, and
    - e. Curb Ramps.
- iv. Initial Team Review Meeting. This meeting is to discuss initial results of the investigations of the PASER, Sanitary Sewers, and Coring and Boring.

1. Review investigation results:
  - a. HGM – PASER,
  - b. TREKK – Sanitary Sewer, and
  - c. Thiele – Coring and Boring.
- v. Develop Alternatives:
  1. Coordination with TREKK and Thiele,
  2. Prepare Rehabilitation Alternatives,
  3. Initial Study and Report,
  4. Engineers Recommendations, and
  5. Opinion of Probable Costs.
- vi. Initial Meeting with City of LaVista: This meeting is to review the initial results, rehabilitation alternatives, recommendations, and opinion of probable costs of the PASER, Sanitary Sewers, and Coring and Boring,
  1. Meeting preparation and notes,
  2. Conduct Initial Meeting.
- vii. Utility Meeting: This meeting is to review probable rehabilitation alternatives and conflicts.
  1. Coordinate with CLIENT to develop a list of local utilities,
  2. Contact local utility companies,
  3. Meeting preparation and notes,
  4. Conduct Utility Meeting.
- viii. Public Involvement Meeting: This meeting is to provide the probable project rehabilitation alternatives and allow for public input.
  1. Coordination with TREKK, Thiele, and Emspace + Lovgren,
  2. Meeting preparation
  3. Conduct Public Involvement Meeting
- ix. Client Workshop: This meeting is to provide the results of the public input meeting, review probable alternatives, and coordinate with the City to develop a final study, report, recommendations, and opinion of probable costs.
  1. Coordination with TREKK, Thiele, and Emspace + Lovgren,
  2. Meeting preparation, and
  3. Conduct Client Workshop
- x. Final Report
  1. Coordination with TREKK, Thiele, and Emspace + Lovgren
  2. Study, Report, and Engineer's Recommendations
  3. Opinion of Probable Costs.
- xi. Attend City Council Meeting

**b. TREKK**

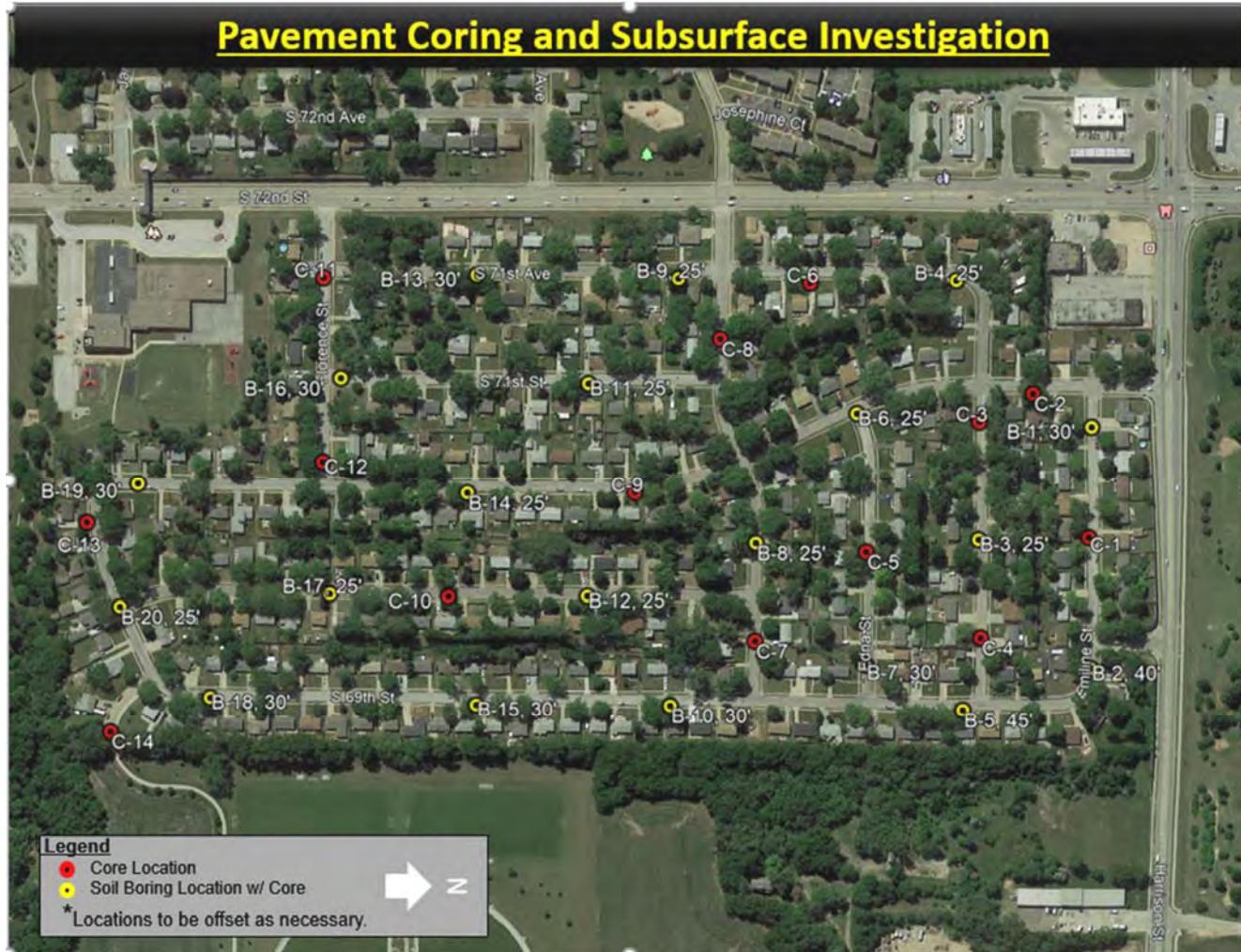
- i. Investigation of public sanitary sewer, private laterals services and sanitary manhole condition inspections:
  1. The work shall be limited to the following unless a change order is issued for those items listed in item 2.  
ADD/DEDUCT:
    - a. CCTV public sanitary sewers with light cleaning. Limited to 12,700 LF,
    - b. Manhole condition Inspections. Limited to 41-EA,
    - c. Protruding Tap Removal. Estimated to be 12-EA,

- d. Heavy Cleaning. Estimated to be 20-HRS,
  - e. Root Cutting. Estimated to be 20-HRS,
- 2. ADD/DEDUCT for services over or under the time and materials listed in item 1, above:
  - a. Protruding Tap Removal @ \$225/EA,
  - b. Heavy Cleaning @ \$225/HR, and
  - c. Root Cutting @ \$225/HR.
- ii. Study and Report:
  - 1. Identify public sewer system defects to include a sewer system schematic maps showing:
    - a. Sanitary manholes and pipes recommended for rehabilitation and
    - b. Tables detailing the number and type of repair method recommended.
  - 2. Identify private lateral defects by property address.
  - 3. Opinion of probable rehabilitation options:
    - a. Public Sewer System,
    - b. Private Sewer System, and
    - c. Sanitary Sewer Manholes
- iii. Attend the following meetings:
  - 1. Review Meeting with the CLIENT,
  - 2. Utility Coordination Meeting,
  - 3. Public Involvement Meeting, and
  - 4. Client Workshop.
- iv. Project Administration.

c. **Thiele Geotech** (see attached Pavement Coring and Subsurface Investigation map)

- i. Conduct pavement cores to visually observe the existing pavement condition:
  - 1. Pavement cores will be obtained from the soil boring location. The pavement will be patched with like-kind material at all coring and boring locations. Limited to 14-EA
- ii. Conduct test borings to obtain geologic information and samples of the site soils and laboratory tests to determine the relevant engineering properties of the various soil strata.
  - 1. Borings will be spaced across the site and near the strategic locations as determined through coordination with the CLIENT. Limited to 20-EA.
    - a. Boring depths of 25 to 45 feet, a total drilling footage of up to 575 lineal feet, and
    - b. Borings will be sampled at intervals of 5 feet or less and a descriptive log of the test borings will be prepared. The borings will be backfilled with auger cuttings.
  - 2. Laboratory testing program will be established to evaluate the engineering properties of the various soil strata.
    - a. Laboratory testing to include moisture content and density determinations to characterize the state and uniformity of the deposits, unconfined compression tests to determine shear strength parameters, and index property tests for classification.

- iii. Complete a geotechnical engineering report with recommendations. The geotechnical report will discuss:
  1. The condition of the existing pavement,
  2. The general soil and ground water conditions underlying the site,
  3. Present the relevant engineering properties of the existing soils,
  4. Provide earthwork and site preparation recommendations, and
  5. Recommend design criteria and parameters for sewer installation and pavement construction.
- iv. Additional Services:
  1. An evaluation of potential contamination on or near the site.
  2. Ground penetrating radar (GPR). GPR is a method involving equipment that directs physical fields at the ground or structures being studied, and the reflected responses are imaged and modeled in order to detect anomalies of interest (such as voids beneath an exterior pavement or reinforcing steel in the pavement).
- v. These Additional Geotechnical Services will be provided upon CLIENT request and receipt of CLIENT written authorization.



**d. Emspace + Lovgren**

- i. Create and mail either a flyer/brochure and letter to explain the investigations that will take place and when,
- ii. Plan neighborhood public meeting to provide information to residents:
  - 1. Organize the location and logistics,
  - 2. Coordinate with all the participating firms and City departments,
  - 3. Develop a postcard to be mailed to all residents with meeting information,
  - 4. Prepare handout materials for the meeting,
  - 5. Assist with all meeting engagement activities,
  - 6. Prepare sign -in sheets,
  - 7. Coordinate electronic signage with the City, if required,
  - 8. Prepare meeting notice “yard” signs for the neighborhood entry streets,
  - 9. Facilitate the meeting, and
  - 10. Manage notes and post meeting follow-up.
- iii. Design and coordinate fabrication of yard sign notices to be used as notification when the crews do their investigate work in the neighborhood.
- iv. Attend up to two project progress meetings to stay informed for the development of content for social media and the website.

**CLIENT'S RESPONSIBILITIES:**

In order for the CONSULTANT to perform these services, the CLIENT agrees to furnish the following information:

- A. Provide a temporary meter for water usage at no charge for cleaning operations.  
CONSULTANT shall identify specific hydrants for use in obtaining cleaning water.
- B. Provide available copies of all infrastructure plans for roads and sewers as well as publicly submitted studies.
- C. Provide a comprehensive contact list of East LaVista residences, utility companies, and participating City Departments.
- D. Provide electronic sign board, if desired.

This is an exhibit attached to and made part of the letter agreement dated June 4, 2019 between: CITY OF LAVISTA (CLIENT) and HGM ASSOCIATES INC. (CONSULTANT). The General Provisions agreed to by CONSULTANT and CLIENT are as follows:

**Ownership of Instruments of Service:** All reports, plans, specifications, field data, field notes, laboratory test data, calculations, estimates, and other documents or representations, in any medium of expression, prepared by the CONSULTANT pursuant to this agreement shall be instruments of service and remain the property of the CONSULTANT. CLIENT shall have a nonexclusive, perpetual license to use such instruments of service. The CONSULTANT shall retain these records for a period of ten (10) years, during which period they will be made available to the CLIENT at all reasonable times. CONSULTANT will provide CLIENT with a paper copy of the plans, the specifications, and laboratory test reports for information and reference in connection with the project, together with all deliverables required by the Scope of Services.

**CADD/Electronic Files:** In accepting, and utilizing any drawings, reports and data on any form of electronic media generated by the CONSULTANT, the CLIENT agrees that all such electronic files are instruments of service. In the event of a conflict between printed hard copy documents signed and sealed by the CONSULTANT and electronic files, the hard copy documents shall govern.

**Termination or Suspension:** If the CLIENT fails to make payments to the CONSULTANT for work performed in accordance with this Agreement to the satisfaction of CLIENT, such failure shall be considered substantial nonperformance and cause for termination or, at the CONSULTANT'S option, cause for suspension of performance of services under this Agreement. If the CONSULTANT elects to suspend services, the CONSULTANT shall give seven days' written notice to the CLIENT before suspending services. In the event of a suspension of services, the CONSULTANT shall have no liability to the CLIENT for delay or damage caused the CLIENT because of such suspension of services. Before resuming services, the CONSULTANT shall be paid all sums due prior to suspension and any expenses incurred in the interruption and resumption of the CONSULTANT'S services. The CONSULTANT'S fees for the remaining services and the time schedules shall be equitably adjusted as agreed by the parties.

If the CLIENT suspends the Project, the CONSULTANT shall be compensated for services performed to the satisfaction of CLIENT prior to notice of such suspension. When the Project is resumed, the CONSULTANT shall be compensated for expenses incurred in the interruption and resumption of the CONSULTANT'S services. The CONSULTANT'S fees for the remaining services and the time schedules shall be equitably adjusted as agreed by the parties in writing.

Either party may terminate this Agreement upon not less than seven days' written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination.

Notwithstanding anything in this agreement to the contrary, CLIENT shall have the option to terminate this agreement at any time, with or without cause, upon seven days written notice to CONSULTANT. In the event of termination not the fault of the CONSULTANT, the CONSULTANT shall be compensated for services performed prior to termination to the satisfaction of CLIENT, provided CONSULTANT delivers to CLIENT copies of all instruments of service in whatever state of completion existing on such date of termination, together with Reimbursable Expenses then due and all Termination Expenses indicated in the next paragraph..

Termination Expenses are in addition to compensation for the CONSULTANT'S services and shall mean expenses directly attributable to this agreement for which the CONSULTANT is obligated and not otherwise compensated, and with respect to which CONSULTANT with reasonable efforts cannot terminate or avoid.

**Plan Revisions:** If, after any plans or specifications are completed on any portion thereof, and are approved by the CLIENT and other necessary agencies, the CONSULTANT is required to change plans and specifications because of changes made, authorized, or ordered by the CLIENT, then the CONSULTANT shall receive additional compensation for such changes, except for any changes arising out of or resulting from any negligent act or omission of CONSULTANT. Fees for these changes will be computed on an hourly basis.

**Information Furnished by CLIENT:** CLIENT shall be responsible for, and CONSULTANT may rely upon, the accuracy and completeness of all requirements, programs, instructions, reports, data and other information furnished by CLIENT to CONSULTANT pursuant to this Agreement. CONSULTANT may use such requirements, programs, instructions, reports, data, and information in performing or furnishing services under this Agreement.

**Information Furnished by Utility Companies:** The utility locations shown on the CONSULTANT'S instruments of service shall be from locates or drawings provided to the CONSULTANT by the utility companies. The CONSULTANT makes no guarantee that such utilities as shown on the CONSULTANT'S instruments of service comprise all utilities in the area, either in service or abandoned. The CONSULTANT further does not warrant that the utilities shown on the instruments of service are in the exact location indicated.

**Successors and Assigns:** Both parties agree that, upon execution of this agreement, same shall be binding upon their/its successors, assigns, and legal representatives until terminated by the expiration or completion of agreement or termination by written notice, as provided above. This agreement shall not be assigned by a party without the prior written consent of the other party.

**Waiver of Consequential Damages:** Notwithstanding anything in this Agreement to the Contrary, it is agreed that neither party shall be liable in any event for any special or consequential damages suffered by the other party arising out of this agreement. Special or consequential damages as used herein shall include, but not limited to, loss of capital, loss of product, loss of use of any system, or other property, or any other indirect, special or consequential damage, whether arising in contract, tort (including negligence), warranty or strict liability.

**Opinion of Probable Construction Cost:** Opinions of probable construction costs and detailed cost estimates prepared by the CONSULTANT represent his/her best judgment as a design professional familiar with the construction industry. It is recognized, however, that the CONSULTANT has no control over the cost of labor, materials or equipment, over the Contractor's methods of determining bid prices or over competitive bidding or market conditions. Accordingly, the CONSULTANT makes no warranty, express or implied, that the bids or the negotiated cost of the work will not vary from the CONSULTANT's opinion of probable construction cost.

**Construction Phase Services:** (If included under the scope of this Agreement) The CONSULTANT shall provide administration of the Contract between the CLIENT and the Contractor as set forth below and in General Conditions of the Contract for Construction. The CONSULTANT's responsibility to provide Construction Phase Services commences with the award of the Contract for Construction and terminates on the date the CONSULTANT issues the Statement of Final Completion.

The CONSULTANT shall advise and consult with the CLIENT during the Construction Phase Services. The CONSULTANT shall have authority to act on behalf of the CLIENT only to the extent provided in this Agreement or the General Conditions of the Contract for Construction. The CONSULTANT shall not have control over, charge of, or responsibility for the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work, nor shall the CONSULTANT be responsible for the Contractor's failure to perform the Work in accordance with the requirements of the Contract Documents. The CONSULTANT shall be responsible for the CONSULTANT's negligent acts or omissions, but shall not have control over or charge of, and shall not be responsible for, acts or omissions of the Contractor or of any other persons or entities performing portions of the Work.

The CONSULTANT shall visit the site at intervals appropriate to the stage of construction to become generally familiar with the progress and quality of the portion of the Work completed, and to determine, in general, if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in substantial compliance with the Contract Documents. However, the CONSULTANT shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work. On the basis of the site visits, the CONSULTANT shall keep the CLIENT reasonably informed about the progress and quality of the portion of the Work completed, and report to the CLIENT (1) known deviations from the Contract Documents and from the most recent construction schedule submitted by the Contractor, and (2) defects and deficiencies observed in the Work.

**Jobsite Safety:** That the General Contractor shall be solely responsible for jobsite safety, and that this intent shall be carried out in the CLIENT'S contract with the General Contractor, and that such contract shall indemnify the CONSULTANT. The CONSULTANT, and his agents, shall be named as an additional insured on the General Contractor's policies of general liability insurance.

**Construction Staking:** That the Fees the CONSULTANT receives for the task of construction staking are not commensurate with the potential risk. CLIENT, therefore, agrees to check or require General Contractor to check the location of all construction stakes placed by the CONSULTANT. CLIENT further agrees to limit liability of CONSULTANT for construction staking services such that the total liability of the CONSULTANT shall not exceed the CONSULTANT'S compensation received for the particular service, or \$5,000.00, whichever is greater.

**Hazardous Materials:** The CLIENT agrees that the CONSULTANT's scope of services does not include any services related to the presence of any asbestos, fungi, bacteria, mold or hazardous or toxic materials. Should it become known to the CONSULTANT that such materials may be present on or adjacent to the jobsite, the CONSULTANT promptly shall notify CLIENT, and may, without liability for any damages, suspend performance under this agreement, until CLIENT takes appropriate action to remove or abate said materials..

**Mediation:** If agreed by the parties in writing, any claims or disputes under this agreement shall be submitted to non-binding mediation.

**Subconsultants:** All consultants or contractors of CONSULTANT ("Subconsultants"), as a condition of performing any work under this agreement, shall agree in writing to, and shall be bound by, the terms and conditions of this agreement in connection with such performance. CONSULTANT shall obtain such written agreement of all Subconsultants before beginning performance.

**Insurance:** CONSULTANT at its cost shall maintain during this agreement such occurrence insurance coverages of such companies authorized in Nebraska and in such amounts, on such terms and conditions, and naming the CLIENT as an additional insured, as satisfactory to the City Engineer or his designee, including, without limitation, comprehensive broad form general liability (\$1,000,000 per occurrence, \$2,000,000 annual aggregate including without limitation, premises and operations liability, explosion, collapse and underground damage liability, personal injury liability with employee and contractual exclusions deleted), comprehensive automobile liability (\$1,000,000 per occurrence), workers compensation (Nebraska statutory limits), employer's liability (\$1,000,000 per occurrence), and professional liability (\$2,000,000 per occurrence and \$2,000,000 annual aggregate). CONSULTANT shall provide CLIENT certificates of such coverages before beginning work.

rev 130722

**EXHIBIT C**  
**MAN HOURS AND TOTAL LUMP SUM FEES**

Project Name	Phase I - Investigation & Report	HGM Project No:	Principal	Project Mgr/ PE Civil	PE Civil	EI Civil	CADD Tech	Admin	TOTAL PER CATEGORY
Project Name	East La Vista Sewer & Pavement Rehabilitation							Date:	5/17/2019
	Phase I - Investigation & Report							Revision Date:	5/24/2019
HGM Project No:	000719-021							Revision Date:	6/4/2019
<b>HGM</b>									
<b>I. Project Coordination and Administration</b>									
	Project Scheduling, Coordination and Administration		8	4					12
<b>ii Data Collection</b>					4				4
	Gather and Review Past City Data								
<b>iii Pavement PASER Evaluation</b>									
	PASER Inspection		2	4	48				54
<b>iv Initial Team Review Meeting</b>									
	Coordination- TREKK and Thiele		8	8	8				24
<b>v Develop Initial Alternatives</b>									
	Coordination- TREKK and Thiele		4	4	4				12
	Prepare Initial Rehabilitation Alternatives		1	4	4	16			25
	Initial Study, Report & Recommendation		2	4	28				34
	Initial Opinion of Probable Costs		1	4	8				13
<b>vi Initial Meeting with City</b>									
	Prepare information for Initial meeting with LaVista		2	4	8	8			22
	Conduct Meeting: Attendee List, Agenda, Notes		4	4	8				16
<b>vii Utility Meeting</b>									
	Coordination with CLIENT and Utilities				2				2
	Conduct Meeting: Attendee List, Agenda, Notes		3	6					9
<b>viii Public Meeting</b>									
	Coordination- TREKK, Thiele, Emspace + Lovgren		4	4	4				12
	Prepare information for Public Meeting		2	2	8	12			24
	Conduct Public Meeting		4	4					8
<b>ix Client Workshop</b>									
	Coordination- TREKK, Thiele, Lovgren		4	4	4				12
	Prepare information for Workshop		1	4	12	8			25
	Conduct Workshop: Attendee List, Agenda, Notes		4	8					12

	<input checked="" type="checkbox"/> <b>Final Report</b>							
	Coordination- TREKK Thiele, Lovgren		4	4	4			12
	Prepare Final Study, Report & Recommendations		2	8	16	8		34
	Final Opinion of Probable Costs		2	2	4			8
	<input checked="" type="checkbox"/> <b>Attend City Council Meeting</b>		4	4				8
	<b>TOTAL HOURS</b>	0	66	96	168	52	0	382
	<b>LABOR COST</b>	\$ -	\$ 195.50	\$ 177.33	\$ 114.75	\$ 79.50	\$ 70.50	
	<b>HGM TOTAL LUMP SUM FEE</b>	0	\$ 12,903.00	\$ 17,023.68	\$ 19,278.00	\$ 4,134.00	\$ -	\$ 53,338.68

### TREKK

	Project Management						\$ 9,108.00	
	CCTV Sewer with Light Cleaning						\$ 36,195.00	
<b>See NOTES: 1 - ADD/DEDUCT</b>	Heavy Cleaning of Sewer (20 Hours @ \$225)						\$ 4,500.00	
<b>See NOTES: 2 - ADD/DEDUCT</b>	Root Cutting (20 Hours @ \$225)						\$ 4,500.00	
<b>See NOTES: 3 - ADD/DEDUCT</b>	Protruding Tap Removal (12 Each @ \$225)						\$ 2,700.00	
	Manhole Condition Assessment (41 Manholes)						\$ 7,380.00	
	Identify Defects and Develop Rehabilitation Recommendations						\$ 20,376.00	
	Sewer Rehabilitation Cost Estimate						\$ 2,496.00	
	Meetings						\$ 3,165.00	
	<b>TREKK TOTAL LUMP SUM FEE</b>							\$ 90,420.00

### THIELE

	<b>Pavement Coring &amp; Subgrade Analysis FEE</b>						\$ 18,675.00	
	20-soil borings							
	14-pavement cores							
	<b>THIELE TOTAL LUMP SUM FEE</b>							\$ 18,675.00

### EMSPACE + LOVGREN

	<b>Public Involvement Fee</b>						\$ 9,775.00	
	<b>EMSPACE + LOVGREN TOTAL LUMP SUM FEE</b>							\$ 9,775.00

**TOTAL PROJECT LUMP SUM FEE**      **\$ 172,208.68**

**NOTES: DESCRIPTION ADD/DEDUCT**

**1 HEAVY CLEANING OF SEWER - PER HOUR FOR FINAL QUANTITY OVER OR UNDER 20 HRS**

**UNIT COST**

**\$ 225.00**

**2 ROOT CUTTING - PER HOUR FOR FINAL QUANTITY OVER OR UNDER 20-HRS**

**\$ 225.00**

**3 PROTRUDING TAP REMOVAL - PER EACH FOR FINAL QUANTITY OVER OR UNDER 12 EA**

**\$ 225.00**

**CITY OF LA VISTA**  
**MAYOR AND CITY COUNCIL REPORT**  
**JUNE 4, 2019 AGENDA**

<b>Subject:</b>	<b>Type:</b>	<b>Submitted By:</b>
PROFESSIONAL SERVICES AGREEMENT – PLACEMAKING & LANDSCAPE DESIGN FOR LA VISTA CIVIC AREAS	◆ RESOLUTION ORDINANCE RECEIVE/FILE	RITA RAMIREZ ASST. CITY ADMINISTRATOR/ DIRECTOR OF COMMUNITY SERV.

**SYNOPSIS**

A resolution has been prepared to approve an agreement with RDG Planning and Design to provide Placemaking and Landscape Design Services for La Vista Civic Areas in conjunction with the 84<sup>th</sup> Street redevelopment project.

**FISCAL IMPACT**

The FY19/20 biennial budget provides finding for multiple potential public infrastructure improvements and associated services.

**RECOMMENDATION**

Approval.

**BACKGROUND**

On September 18, 2018, the City Council authorized the advertisement for a Request for Proposals (RFP) for Placemaking and Landscape Design Services for La Vista Civic Areas in conjunction with the 84<sup>th</sup> Street redevelopment project. On January 2, 2019, the City Council approved the selection of RDG Planning and Design as the firm to provide placemaking and landscape design services for La Vista civic areas and authorized staff to negotiate a detailed scope of work and terms of an agreement, which are attached.

The project has been divided into two phases, with phase one consisting of the process to determine and select preferred concepts and plans for several civic spaces along the 84<sup>th</sup> Street corridor. The proposed cost for phase one is \$249,650.00. Phase two would consist of final design and preparation of construction plans. After designs has actually been approved, a cost for phase two services will be negotiated and brought back to Council for approval.

**RESOLUTION NO. \_\_\_\_\_**

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA, NEBRASKA AUTHORIZING AN AGREEMENT WITH RDG PLANNING AND DESIGN, OMAHA, NEBRASKA, TO PROVIDE PLACEMAKING AND LANDSCAPE DESIGN SERVICES FOR CIVIC AREAS ASSOCIATED WITH THE 84<sup>TH</sup> STREET REDEVELOPMENT PROJECT.

WHEREAS, the Mayor and City Council of the City of La Vista have determined that professional placemaking and landscape design services for the 84<sup>th</sup> Street corridor are necessary; and

WHEREAS, an RFP process was completed and on January 2, 2019, the City Council selected RDG Planning and Design as the firm to provide said placemaking and landscape design services; and

WHEREAS, in conjunction with RDG Planning and Design staff has determined a detailed scope of work and terms of an agreement that identify two phases for this project; and

WHEREAS, the FY18/19 Biennial Budget contains funding for multiple potential public infrastructure improvements and associated services; and

WHEREAS, Subsection (C) (9) of Section 31.23 of the La Vista Municipal Code requires that the City Administrator secures Council approval prior to authorizing any purchase over \$5,000.00.

NOW, THEREFORE BE IT RESOLVED, that the Mayor and City Council of La Vista, Nebraska do hereby approve an agreement with RDG Planning and Design, Omaha, Nebraska to provide placemaking and landscape design services for civic areas associated with the 84<sup>th</sup> Street redevelopment project at a phase one cost of \$249,650.00 and a phase two cost to be negotiated at a later date for Council approval.

PASSED AND APPROVED THIS 4TH DAY OF JUNE, 2019.

CITY OF LA VISTA

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Douglas Kindig, Mayor

ATTEST:

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Pamela A. Buethe, CMC  
City Clerk

# AIA Document B101 - 2017

## ***Standard Form of Agreement Between Owner and Architect***

**For the purpose of this agreement, wherever the term "Architect" is used, it shall mean "Landscape Architect."**

**AGREEMENT** made as of the \_\_\_\_\_ day of \_\_\_\_\_ in the year Two Thousand Nineteen.  
(In words, indicate day, month and year.)

**BETWEEN** the Architect's client identified as the Owner:  
(*Name, legal status, address and other information*)

City of La Vista, NE  
8116 Park View Blvd  
La Vista, NE 68128  
Phone Number: 402-593-6404

And the Architect:  
(*Name, legal status, address and other information*)

RDG IA Inc R3003.066.00  
d/b/a RDG Planning & Design  
301 Grand Avenue  
Des Moines, IA 50309-1718  
Phone Number: 515-288-3414  
Fax Number: 515-288-8631

For the following Project:  
(*Name, location and detailed description*)

Placemaking and Landscape Design Services, La Vista Civic Areas  
La Vista, Nebraska

The Owner and Architect agree as follows.

## TABLE OF ARTICLES

- 1 INITIAL INFORMATION
- 2 ARCHITECT'S RESPONSIBILITIES
- 3 SCOPE OF ARCHITECT'S BASIC SERVICES
- 4 SUPPLEMENTAL AND ADDITIONAL SERVICES
- 5 OWNER'S RESPONSIBILITIES
- 6 COST OF THE WORK
- 7 COPYRIGHTS AND LICENSES
- 8 CLAIMS AND DISPUTES
- 9 TERMINATION OR SUSPENSION
- 10 MISCELLANEOUS PROVISIONS
- 11 COMPENSATION
- 12 SPECIAL TERMS AND CONDITIONS
- 13 SCOPE OF THE AGREEMENT

### ARTICLE 1 INITIAL INFORMATION

§ 1.1 This Agreement is based on the Initial Information set forth in this Section 1.1.

*(For each item in this section, insert the information or a statement such as "not applicable" or "unknown at time of execution.")*

§ 1.1.1 The Owner's program for the Project:

*(Insert the Owner's program, identify documentation that establishes the Owner's program, or state the manner in which the program will be developed.)*

See Exhibit A – Scope of Services

§ 1.1.2 The Project's physical characteristics:

*(Identify or describe pertinent information about the Project's physical characteristics, such as size; location; dimensions; geotechnical reports; site boundaries; topographic surveys; traffic and utility studies; availability of public and private utilities and services; legal description of the site, etc.)*

See Exhibit A – Scope of Services

§ 1.1.3 The Owner's budget for the Cost of the Work, as defined in Section 6.1:

*(Provide total and, if known, a line item breakdown.)*

See Exhibit A – Scope of Services

§ 1.1.4 The Owner's anticipated design and construction milestone dates:

.1 Design phase milestone dates, if any:

See Exhibit A – Scope of Services

.2 Construction commencement date:

To be determined by project specific amendments

.3 Substantial Completion date or dates:

To be determined by project specific amendments

.4 Other milestone dates:

To be determined by project specific amendments

**§ 1.1.5** The Owner intends the following procurement and delivery method for the Project:

*(Identify method such as competitive bid or negotiated contract, as well as any requirements for accelerated or fast-track design and construction, multiple bid packages, or phased construction.)*

Competitive Bid

**§ 1.1.6** The Owner's anticipated Sustainable Objective for the Project:

*(Identify and describe the Owner's Sustainable Objective for the Project, if any.)*

N/A

**§ 1.1.6.1** If the Owner identifies a Sustainable Objective, the Owner and Architect shall complete and incorporate AIA Document E204™ 2017, Sustainable Projects Exhibit, into this Agreement to define the terms, conditions and services related to the Owner's Sustainable Objective. If E204 2017 is incorporated into this agreement, the Owner and Architect shall incorporate the completed E204 2017 into the agreements with the consultants and contractors performing services or Work in any way associated with the Sustainable Objective.

**§ 1.1.7** The Owner identifies the following representative in accordance with Section 5.3:

*(List name, address, and other contact information.)*

Rita Ramirez  
City of La Vista, NE  
8116 Park View Blvd  
La Vista, NE 68128  
Phone Number: 402-331-4343

**§ 1.1.8** The persons or entities, in addition to the Owner's representative, who are required to review the Architect's submittals to the Owner are as follows:

*(List name, address, and other contact information.)*

N/A

**§ 1.1.9** The Owner shall retain the following consultants and contractors:

*(List name, legal status, address, and other contact information.)*

.1 Geotechnical Engineer:

.2 Civil Engineer:

.3 Other, if any:

*(List any other consultants and contractors retained by the Owner.)*

**§ 1.1.10** The Architect identifies the following representative in accordance with Section 2.3:

*(List name, address, and other contact information.)*

Bruce Niedermeyer  
900 Farnam St., Suite 100  
Omaha, NE 68102  
402-392-0133

**§ 1.1.11** The Architect shall retain the consultants identified in Sections 1.1.11.1 and 1.1.11.2:  
(List name, legal status, address, and other contact information.)

**§ 1.1.11.1** Consultants retained under Basic Services:

.1 Structural Engineer:

Doug Kellner  
TD2

.2 Civil Engineer:

Doug Kellner  
TD2

.3 MEP Consultant:

Shane Harrer  
Alvine Engineering

.4 Event Planning Consultant:

Heidi Walz  
Vic Gutman & Associates

.5 Water Feature Design Consultant:

Chris Roy  
Outside the Lines

**§ 1.1.11.2** Consultants retained under Supplemental Services:

N/A

**§ 1.1.12** Other Initial Information on which the Agreement is based:

N/A

**§ 1.2** The Owner and Architect may rely on the Initial Information. Both parties, however, recognize that the Initial Information may materially change and, in that event, the Owner and the Architect shall appropriately adjust the Architect's services, schedule for the Architect's services, and the Architect's compensation. The Owner shall adjust the Owner's budget for the Cost of the Work and the Owner's anticipated design and construction milestones, as necessary, to accommodate material changes in the Initial Information. Any changes pursuant to this Section 1.2 shall require approval of the City Council of Owner.

**§ 1.3** The parties shall agree upon protocols governing the transmission and use of Instruments of Service or any other information or documentation in digital form. The parties will use AIA Document E203™ 2013, Building Information Modeling and Digital Data Exhibit, to establish the protocols for the development, use, transmission, and exchange of digital data.

**§ 1.3.1** Any use of, or reliance on, all or a portion of a building information model without agreement to protocols governing the use of, and reliance on, the information contained in the model and without having those protocols set forth in AIA Document E203™ 2013, Building Information Modeling and Digital Data Exhibit, and the requisite AIA

## ARTICLE 2 ARCHITECT'S RESPONSIBILITIES

§ 2.1 The Architect shall provide professional services as set forth in this Agreement. The Architect represents that it is properly licensed in the jurisdiction where the Project is located to provide the services required by this Agreement, or shall cause such services to be performed by appropriately licensed design professionals.

§ 2.2 The Architect shall perform its services consistent with the professional skill and care ordinarily provided by architects practicing in the same or similar locality under the same or similar circumstances. The Architect shall perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project.

§ 2.3 The Architect shall identify a representative authorized to act on behalf of the Architect with respect to the Project.

§ 2.4 Except with the Owner's knowledge and consent, the Architect shall not engage in any activity, or accept any employment, interest or contribution that would reasonably appear to compromise the Architect's professional judgment with respect to this Project.

§ 2.5 The Architect at its cost and expense shall maintain the following insurance with insurance companies authorized to do business in Nebraska and satisfactory to the Owner during the term of this Agreement and for two years after this Agreement ends. If any of the requirements set forth below are in addition to the types and limits the Architect normally maintains, the Owner shall pay the Architect as set forth in Section 11.9.

§ 2.5.1 Comprehensive Commercial General Liability written on an occurrence basis with policy limits of not less than One Million Dollars (\$1,000,000) for each occurrence and Two Million Dollars (\$2,000,000) in the annual aggregate for bodily injury, death, and property damage, including without limitation, premises and operations liability, explosion, collapse and underground damage liability, personal injury liability (with employee and contractual exclusions deleted), and broad form property damage liability. Owner shall be included under such policy as an additional insured, with such coverage to be primary and not contributory with any coverage maintained by Owner. The policy shall contain a severability of interests provision in favor of the additional insureds.

§ 2.5.2 Comprehensive Automobile Liability covering vehicles owned, rented, and non-owned vehicles used or operated, by the Architect with policy limits of not less than One Million Dollars (\$1,000,000) per occurrence for bodily injury, death of any person, and property damage arising out of the ownership, maintenance and use of those motor vehicles, along with any other statutorily required automobile coverage.

§ 2.5.3 The Architect may achieve the required limits and coverage for Commercial General Liability and Automobile Liability through a combination of primary and excess or umbrella liability insurance, provided such primary and excess or umbrella liability insurance policies result in the same or greater coverage as the coverages required under Sections 2.5.1 and 2.5.2, and in no event shall any excess or umbrella liability insurance provide narrower coverage than the primary policy. The excess policy shall not require the exhaustion of the underlying limits only through the actual payment by the underlying insurers.

§ 2.5.4 Workers' Compensation at statutory limits.

§ 2.5.5 Employers' Liability with policy limits not less than Five Hundred Thousand Dollars (\$500,000) each accident, Five Hundred Thousand Dollars (\$500,000) each employee, and Five Hundred Thousand Dollars (\$500,000) policy limit.

§ 2.5.6 Professional Liability covering negligent acts, errors and omissions in the performance of professional services with policy limits of not less than One Million Dollars (\$1,000,000) per claim and Three Million Dollars (\$3,000,000) in the annual aggregate.

§ 2.5.7 **Additional Insured Obligations.** To the fullest extent permitted by law, the Architect shall cause the primary and excess or umbrella policies for Comprehensive Commercial General Liability and Automobile Liability to include the Owner as an additional insured for claims caused in whole or in part by the Architect's negligent acts or omissions. The additional insured coverage shall be primary and non-contributory to any of the Owner's insurance policies and shall apply

to both ongoing and completed operations. The policy shall contain a severability of interests' provision in favor of the additional insureds.

**§ 2.5.8** The Architect, before commencing work, shall provide certificates of insurance to the Owner that evidence compliance with the requirements in this Section 2.5. All premiums and deductibles shall be paid by Architect. Architect shall ensure that all consultants and sub-consultants of Architect at their sole cost and expense obtain and maintain in effect insurance that is required by this Section 2.5.

### ARTICLE 3 SCOPE OF ARCHITECT'S BASIC SERVICES

**§ 3.1** The Architect's Basic Services consist of those described in this Article 3 and include usual and customary structural, mechanical, and electrical engineering services. Services not set forth in this Article 3 are Supplemental or Additional Services. Where site development is part of the Project, civil engineering, structural engineering, irrigation, and landscape architectural services are included.

**§ 3.1.1** The Architect shall manage the Architect's services, research applicable design criteria, attend Project meetings, communicate with members of the Project team, and report progress to the Owner.

**§ 3.1.2** The Architect shall coordinate its services with those services provided by the Owner and the Owner's consultants, however the Architect is not responsible for coordinating the Owner's or Owner's consultant's services. The Architect shall be entitled to rely on, and shall not be responsible for, the accuracy, completeness, and timeliness of, services and information furnished by the Owner and the Owner's consultants. The Architect shall provide prompt written notice to the Owner if the Architect becomes aware of any error, omission, or inconsistency in such services or information.

**§ 3.1.3** As soon as practicable after the date of this Agreement, the Architect shall submit for the Owner's approval a schedule for the performance of the Architect's services. Except as otherwise specified in the Scope of Services, the schedule initially shall include anticipated dates for the commencement of construction and for Substantial Completion of the Work as set forth in the Initial Information. The schedule shall include design milestone dates, anticipated dates when cost estimates or design reviews may occur, and allowances for periods of time required for the Owner's review, for the performance of the Owner's consultants, and for approval of submissions by authorities having jurisdiction over the Project. Once approved by the Owner, time limits established by the schedule shall not, except for reasonable cause, be exceeded by the Architect or Owner. With the Owner's approval, the Architect shall adjust the schedule, if necessary, as the Project proceeds until the commencement of construction.

**§ 3.1.4** The Architect shall not be responsible for an Owner's directive or substitution, or for the Owner's acceptance of non-conforming Work, made or given without the Architect's written approval.

**§ 3.1.5** The Architect shall, at appropriate times, contact governmental authorities required to approve the Construction Documents and entities providing utility services to the Project. The Architect shall respond to applicable design requirements imposed by those authorities and entities.

**§ 3.1.6** The Architect shall assist the Owner in connection with the Owner's responsibility for filing documents required for the approval of governmental authorities having jurisdiction over the Project.

**§ 3.1.7** The Owner recognizes and agrees that the nature of the design process is such that the plans, specifications, and other documentation prepared by the Architect under this Agreement may require changes, corrections, and modifications proposed or approved by Owner during the construction process and such changes, corrections, and modifications may affect the Project schedule or increase the Cost of the Work. The Owner further recognizes and agrees that production of a complete set of perfect construction documents is neither reasonable nor expected under this Agreement.

**§ 3.1.8** The Owner and the Architect agree that the funding for contingencies provided for in Sections 6.1. and 6.3 shall include funds to pay costs which may arise from or out of such changes, corrections, or modifications to the plans, specifications or other documentation prepared by the Architect, including, but not limited to, any costs associated with a change or changes in the Project schedule, which portion of the contingency funding shall be in the amount of five percent (5%) of the Cost of the Work, as defined in Article 6. Any expenditure of such funds shall require Owner approval.

Provided, however, costs attributable to changes, corrections, and modifications in the plans, specifications, and other documents prepared by the Architect shall be the responsibility of the Architect to the extent caused by the negligent act.

error, or omission of the Architect. In addition, the Architect shall be responsible for costs attributable to any changes or modifications resulting from Architect's failure to meet the professional standard of care.

**§ 3.1.9** If the project involves making changes to an existing facility, the Owner shall furnish documentation and information upon which the Architect is entitled to rely for its accuracy and completeness. The Architect is entitled to make reasonable assumptions regarding existing conditions from such Owner supplied documentation and information together with general observation of the existing conditions, where further verification would result in additional cost. In the event the information or documentation supplied by the Owner its consultants or agents, or employees of any of them, or an assumption made by the Architect based upon the documentation or information supplied by them or any of them, is inaccurate or incomplete, all resulting costs and expenses, including the costs of the Architect's Additional Services, if any, shall be the responsibility of the Owner. Unless specifically authorized in writing by the Owner, the Architect shall not be required to perform or to have others perform, destructive testing or to investigate concealed or unknown conditions.

**§ 3.1.10** To the fullest extent permitted by law, the Owner shall defend, indemnify, and hold harmless the Architect, the Architect's consultants and agents, and employees of any of them, from and against any and all claims, damages, awards, losses, and expenses, including but not limited to attorneys' fees, arising out of or resulting from latent existing conditions and/or documentation or information furnished by the Owner, its consultants or agents, or employees of any of them.

### **§ 3.2 Schematic Design Phase Services**

**§ 3.2.1** The Architect shall review the program and other information furnished by the Owner, and shall review laws, codes, and regulations applicable to the Architect's services.

**§ 3.2.2** The Architect shall prepare a preliminary evaluation of the Owner's program, schedule, budget for the Cost of the Work, Project site, the proposed procurement and delivery method, and other Initial Information, each in terms of the other, to ascertain the requirements of the Project. The Architect shall notify the Owner of (1) any inconsistencies discovered in the information, and (2) other information or consulting services that may be reasonably needed for the Project.

**§ 3.2.3** The Architect shall present its preliminary evaluation to the Owner and shall discuss with the Owner alternative approaches, if any, to design and construction of the Project. The Architect shall reach an understanding with the Owner regarding the requirements of the Project.

**§ 3.2.4** Based on the Project requirements agreed upon with the Owner, the Architect shall prepare and present, for the Owner's approval, a preliminary design illustrating the scale and relationship of the Project components.

**§ 3.2.5** Based on the Owner's approval of the preliminary design, the Architect shall prepare Schematic Design Documents for the Owner's approval. The Schematic Design Documents shall consist of drawings and other documents including a site plan, if appropriate, and preliminary building plans, sections and elevations; and may include some combination of study models, perspective sketches, or digital representations. Preliminary selections of major building systems and construction materials shall be noted on the drawings or described in writing.

**§ 3.2.5.1** The Architect shall consider sustainable design alternatives, such as material choices and building orientation, together with other considerations based on program and aesthetics, in developing a design that is consistent with the Owner's program, schedule and budget for the Cost of the Work. The Owner may obtain more advanced sustainable design services as a Supplemental Service under Section 4.1.1.

**§ 3.2.5.2** The Architect shall consider the value of alternative materials, building systems and equipment, together with other considerations based on program and aesthetics, in developing a design for the Project that is consistent with the Owner's program, schedule, and budget for the Cost of the Work.

**§ 3.2.6** The Architect shall submit to the Owner an estimate of the Cost of the Work prepared in accordance with Section 6.3.

**§ 3.2.7** The Architect shall submit the Schematic Design Documents to the Owner, and request the Owner's written approval.

### **§ 3.3 Design Development Phase Services**

§ 3.3.1 Based on the Owner's approval of the Schematic Design Documents, and on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, the Architect shall prepare Design Development Documents for the Owner's approval. The Design Development Documents shall illustrate and describe the development of the approved Schematic Design Documents and shall consist of drawings and other documents including plans, sections, elevations, typical construction details, and diagrammatic layouts of building systems to fix and describe the size and character of the Project as to architectural, structural, mechanical and electrical systems, and other appropriate elements. The Design Development Documents shall also include outline specifications that identify major materials and systems and establish, in general, their quality levels.

§ 3.3.2 The Architect shall update the estimate of the Cost of the Work prepared in accordance with Section 6.3.

§ 3.3.3 The Architect shall submit the Design Development Documents to the Owner, advise the Owner of any adjustments to the estimate of the Cost of the Work, and request the Owner's approval.

### **§ 3.4 Construction Documents Phase Services**

§ 3.4.1 Based on the Owner's written approval of the Design Development Documents, and on the Owner's written authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, the Architect shall prepare Construction Documents for the Owner's approval. The Construction Documents shall illustrate and describe the further development of the approved Design Development Documents and shall consist of Drawings and Specifications setting forth in detail the quality levels and performance criteria of materials and systems and other requirements for the construction of the Work. The Owner and Architect acknowledge that, in order to perform the Work, the Contractor will provide additional information, including Shop Drawings, Product Data, Samples and other similar submittals, which the Architect shall review in accordance with Section 3.6.4.

§ 3.4.2 The Architect shall incorporate the design requirements of governmental authorities having jurisdiction over the Project into the Construction Documents.

§ 3.4.3 During the development of the Construction Documents, the Architect shall assist the Owner in the development and preparation of (1) procurement information that describes the time, place, and conditions of bidding, including bidding or proposal forms; (2) the form of agreement between the Owner and Contractor; and (3) the Conditions of the Contract for Construction (General, Supplementary and other Conditions). The Architect shall also compile a project manual that includes the Conditions of the Contract for Construction and Specifications, and may include bidding requirements and sample forms.

§ 3.4.4 The Architect shall update the estimate for the Cost of the Work prepared in accordance with Section 6.3. At Owner's request, the Architect shall incorporate any revisions that are required to comply with Owner's budget for the Cost of the Work.

§ 3.4.5 The Architect shall submit the Construction Documents to the Owner, advise the Owner of any adjustments to the estimate of the Cost of the Work, take any action required under Section 6.5, and request the Owner's written approval.

### **§ 3.5 Procurement Phase Services**

#### **§ 3.5.1 General**

The Architect shall assist the Owner in establishing a list of prospective contractors. Following the Owner's approval of the Construction Documents, the Architect shall assist the Owner in (1) obtaining either competitive bids or negotiated proposals; (2) confirming responsiveness of bids or proposals; (3) determining the successful bid or proposal, if any; and, (4) awarding and preparing contracts for construction.

#### **§ 3.5.2 Competitive Bidding**

§ 3.5.2.1 Bidding Documents shall consist of bidding requirements and proposed Contract Documents.

§ 3.5.2.2 The Architect shall assist the Owner in bidding the Project by:

- .1 facilitating the distribution of Bidding Documents to prospective bidders;
- .2 organizing and conducting a pre-bid conference for prospective bidders;
- .3 preparing responses to questions from prospective bidders and providing clarifications and interpretations of the Bidding Documents to the prospective bidders in the form of addenda; and,

- .4 organizing and conducting the opening of the bids, and subsequently documenting and distributing the bidding results, as directed by the Owner.

**§ 3.5.2.3** If the Bidding Documents permit substitutions, upon the Owner's written authorization, the Architect shall, as an Additional Service, consider requests for substitutions and prepare and distribute addenda identifying approved substitutions to all prospective bidders.

**§ 3.5.3 Negotiated Proposals**

**§ 3.5.3.1** Proposal Documents shall consist of proposal requirements and proposed Contract Documents.

**§ 3.5.3.2** The Architect shall assist the Owner in obtaining proposals by:

- .1 facilitating the distribution of Proposal Documents for distribution to prospective contractors and requesting their return upon completion of the negotiation process;
- .2 organizing and participating in selection interviews with prospective contractors;
- .3 preparing responses to questions from prospective contractors and providing clarifications and interpretations of the Proposal Documents to the prospective contractors in the form of addenda; and,
- .4 participating in negotiations with prospective contractors, and subsequently preparing a summary report of the negotiation results, as directed by the Owner.

**§ 3.5.3.3** If the Proposal Documents permit substitutions, upon the Owner's written authorization, the Architect shall, as an Additional Service, consider requests for substitutions and prepare and distribute addenda identifying approved substitutions to all prospective contractors.

**§ 3.6 Construction Phase Services**

**§ 3.6.1 General**

**§ 3.6.1.1** The Architect shall provide administration of the Contract between the Owner and the Contractor as set forth below and in AIA Document A201™-2017, General Conditions of the Contract for Construction, as modified by the General and Supplementary Conditions, (together the A201 and General and Supplementary Conditions are referred to as "Construction Contract") by RDG IA Inc and incorporated herein by this reference as Exhibit B, subject to such additions, deletions or additional modifications made in writing as the City Engineer or Owner determines necessary or appropriate; provided, however, any such addition, deletion, or modification of the Construction Contract that increases Architect's required performance in connection with its administration of the Construction Contract shall require written consent of the Architect.

**§ 3.6.1.2** The Architect shall advise and consult with the Owner during the Construction Phase Services. The Architect shall have authority to act on behalf of the Owner only to the extent provided in this Agreement. The Architect shall not have control over, charge of, or responsibility for the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work, nor shall the Architect be responsible for the Contractor's failure to perform the Work in accordance with the requirements of the Contract Documents. The Architect shall be responsible for-to the extent of the Architect's negligent acts or omissions, but shall not have control over or charge of, and shall not be responsible for, acts or omissions of the Contractor or of any other persons or entities performing portions of the Work.

**§ 3.6.1.3** Subject to Section 4.2 and except as provided in Section 3.6.6.5, the Architect's responsibility to provide Construction Phase Services commences with the award of the Contract for Construction and terminates on the date the Architect issues the final Certificate for Payment.

**§ 3.6.2 Evaluations of the Work**

**§ 3.6.2.1** The Architect shall visit the site at intervals appropriate to the stage of construction, or as otherwise required in Section 4.2.3, to become generally familiar with the progress and quality of the portion of the Work completed, and to determine, in general, if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. However, the Architect shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work. On the basis of the site visits, the Architect shall keep the Owner reasonably informed about the progress and quality of the portion of the Work completed, and promptly report to the Owner (1) known deviations from the Contract Documents, (2) known deviations from the most recent construction schedule submitted by the Contractor, and (3) defects and deficiencies observed in the Work.

**§ 3.6.2.2** The Architect has the authority to reject Work and shall bring to the attention of Owner any Work that does not conform to the Contract Documents. Whenever the Architect considers it necessary or advisable, the Architect shall have the authority to require inspection or testing of the Work in accordance with the provisions of the Contract Documents, whether or not the Work is fabricated, installed or completed. However, neither this authority of the Architect nor a decision made in good faith either to exercise or not to exercise such authority shall give rise to a duty or responsibility of the Architect to the Contractor, Subcontractors, suppliers, their agents or employees, or other persons or entities performing portions of the Work.

**§ 3.6.2.3** The Architect shall interpret and decide matters concerning performance under, and requirements of, the Contract Documents on written request of either the Owner or Contractor. The Architect's response to such requests shall be made in writing within any time limits agreed upon by the Architect or otherwise with reasonable promptness as the Owner determines is satisfactory.

**§ 3.6.2.4** Interpretations and decisions of the Architect shall be consistent with the intent of, and reasonably inferable from, the Contract Documents and shall be in writing or in the form of drawings. When making such interpretations and decisions, the Architect shall endeavor to secure faithful performance by both Owner and Contractor, shall not show partiality to either, and shall not be liable for results of interpretations or decisions rendered in good faith. The Architect's decisions on matters relating to aesthetic effect shall be final if consistent with the intent expressed in the Contract Documents.

**§ 3.6.2.5** Unless the Owner and Contractor designate another person to serve as an Initial Decision Maker, as that term is defined in AIA Document A201-2017, the Architect shall render initial decisions on Claims between the Owner and Contractor as provided in the Contract Documents.

### **§ 3.6.3 Certificates for Payment to Contractor**

**§ 3.6.3.1** The Architect shall review and certify the amounts due the Contractor and shall issue certificates in such amounts. The Architect's certification for payment shall constitute a representation to the Owner, based on the Architect's evaluation of the Work as provided in Section 3.6.2 and on the data comprising the Contractor's Application for Payment, that, to the best of the Architect's knowledge, information and belief, the Work has progressed to the point indicated, the quality of the Work is in accordance with the Contract Documents, and that the Contractor is entitled to payment in the amount certified. The foregoing representations are subject to (1) an evaluation of the Work for conformance with the Contract Documents upon Substantial Completion, (2) results of subsequent tests and inspections, (3) correction of minor deviations from the Contract Documents prior to completion, and (4) specific qualifications expressed by the Architect.

**§ 3.6.3.2** The issuance of a Certificate for Payment shall not be a representation that the Architect has (1) made exhaustive or continuous on-site inspections to check the quality or quantity of the Work, (2) reviewed construction means, methods, techniques, sequences or procedures, (3) reviewed copies of requisitions received from Subcontractors and suppliers and other data requested by the Owner to substantiate the Contractor's right to payment, or (4) ascertained how or for what purpose the Contractor has used money previously paid on account of the Contract Sum.

**§ 3.6.3.3** The Architect shall maintain a record of the Applications and Certificates for Payment.

### **§ 3.6.4 Submittals**

**§ 3.6.4.1** The Architect shall review the Contractor's submittal schedule and shall not unreasonably delay or withhold approval of the schedule. The Architect's action in reviewing submittals shall be taken in accordance with the approved submittal schedule or, in the absence of an approved submittal schedule, with reasonable promptness while allowing sufficient time, in the Architect's professional judgment, to permit adequate review.

**§ 3.6.4.2** The Architect shall review and approve, or take other appropriate action upon, the Contractor's submittals such as Shop Drawings, Product Data and Samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. Review of such submittals is not for the purpose of determining the accuracy and completeness of other information such as dimensions, quantities, and installation or performance of equipment or systems, which are the Contractor's responsibility. The Architect's review shall not constitute approval of safety precautions or construction means, methods, techniques, sequences or procedures. The Architect's approval of a specific item shall not indicate approval of an assembly of which the item is a component.

**§ 3.6.4.3** If the Contract Documents specifically require the Contractor to provide professional design services or certifications by a design professional related to systems, materials, or equipment, the Architect shall specify the

appropriate performance and design criteria that such services must satisfy. The Architect shall review and take appropriate action on Shop Drawings and other submittals related to the Work designed or certified by the Contractor's design professional, provided the submittals bear such professional's seal and signature when submitted to the Architect. The Architect's review shall be for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. The Architect shall be entitled to rely upon, and shall not be responsible for, the adequacy and accuracy of the services, certifications, and approvals performed or provided by such design professionals.

**§ 3.6.4.4** Subject to Section 4.2, the Architect shall review and respond to requests for information about the Contract Documents. The Architect shall set forth, in the Contract Documents, the requirements for requests for information. Requests for information shall include, at a minimum, a detailed written statement that indicates the specific Drawings or Specifications in need of clarification and the nature of the clarification requested. The Architect's response to such requests shall be made in writing within any time limits agreed upon by the Architect, or otherwise with reasonable promptness. If appropriate, the Architect shall prepare and issue supplemental Drawings and Specifications in response to the requests for information.

**§ 3.6.4.5** The Architect shall maintain a record of submittals and copies of submittals supplied by the Contractor in accordance with the requirements of the Contract Documents.

**§ 3.6.5 Changes in the Work**

**§ 3.6.5.1** The Architect may order minor changes in the Work that are consistent with the intent of the Contract Documents and do not involve an adjustment in the Contract Sum or an extension of the Contract Time. Subject to Section 4.2, the Architect shall prepare Change Orders and Construction Change Directives for the Owner's approval and execution in accordance with the Contract Documents.

**§ 3.6.5.2** The Architect shall maintain records relative to changes in the Work.

**§ 3.6.6 Project Completion**

**§ 3.6.6.1** The Architect shall:

- .1 conduct inspections to determine the date or dates of Substantial Completion and the date of final completion;
- .2 issue Certificates of Substantial Completion;
- .3 forward to the Owner, for the Owner's review and records, written warranties and related documents required by the Contract Documents and received from the Contractor; and,
- .4 issue a final Certificate for Payment based upon a final inspection indicating that, to the best of the Architect's knowledge, information, and belief, the Work complies with the requirements of the Contract Documents.

**§ 3.6.6.2** The Architect's inspections shall be conducted with the Owner to check conformance of the Work with the requirements of the Contract Documents and to verify the accuracy and completeness of the list submitted by the Contractor of Work to be completed or corrected.

**§ 3.6.6.3** When Substantial Completion has been achieved, the Architect shall inform the Owner about the balance of the Contract Sum remaining to be paid the Contractor, including the amount to be retained from the Contract Sum, if any, for final completion or correction of the Work.

**§ 3.6.6.4** The Architect shall forward to the Owner the following information received from the Contractor: (1) consent of surety or sureties, if any, to reduction in or partial release of retainage or the making of final payment; (2) affidavits, receipts, releases and waivers of liens, or bonds indemnifying the Owner against liens; and (3) any other documentation required of the Contractor under the Contract Documents.

**§ 3.6.6.5** Upon request of the Owner, and prior to the expiration of one two years from the date of Substantial Completion, the Architect shall, without additional compensation, conduct a meeting with the Owner to review the facility operations and performance.

**ARTICLE 4 SUPPLEMENTAL AND ADDITIONAL SERVICES**

**§ 4.1 Supplemental Services**

**§ 4.1.1** The services listed below are not included in Basic Services but may be required for the Project. The Architect shall provide the listed Supplemental Services only if specifically designated in the table below as the Architect's responsibility,

and the Owner shall compensate the Architect as provided in Section 11.2. Unless otherwise specifically addressed in this Agreement, if neither the Owner nor the Architect is designated, the parties agree that the listed Supplemental Service is not being provided for the Project.

*(Designate the Architect's Supplemental Services and the Owner's Supplemental Services required for the Project by indicating whether the Architect or Owner shall be responsible for providing the identified Supplemental Service. Insert a description of the Supplemental Services in Section 4.1.2 below or attach the description of services as an exhibit to this Agreement.)*

Supplemental Services	Responsibility (Architect, Owner, or not provided)
§ 4.1.1.1 Programming	See Exhibit A
§ 4.1.1.2 Multiple preliminary designs	See Exhibit A
§ 4.1.1.3 Measured drawings	Not provided
§ 4.1.1.4 Existing facilities surveys	Not provided
§ 4.1.1.5 Site evaluation and planning	See Exhibit A
§ 4.1.1.6 Building Information Model management responsibilities	Not provided
§ 4.1.1.7 Development of Building Information Models for post construction use	Not provided
§ 4.1.1.8 Civil engineering	See Exhibit A
§ 4.1.1.9 Landscape design	See Exhibit A
§ 4.1.1.10 Architectural interior design	See Exhibit A
§ 4.1.1.11 Value analysis	Not provided
§ 4.1.1.12 Detailed cost estimating beyond that required in Section 6.3	Not provided
§ 4.1.1.13 On-site project representation	Not provided
§ 4.1.1.14 Conformed documents for construction	Not provided
§ 4.1.1.15 As-designed record drawings	Not provided
§ 4.1.1.16 As-constructed record drawings	Not provided
§ 4.1.1.17 Post-occupancy evaluation	Not provided
§ 4.1.1.18 Facility support services	Not provided
§ 4.1.1.19 Tenant-related services	Not provided
§ 4.1.1.20 Architect's coordination of the Owner's consultants	Not provided
§ 4.1.1.21 Telecommunications/data design	Not provided
§ 4.1.1.22 Security evaluation and planning	Not provided
§ 4.1.1.23 Commissioning	Not provided
§ 4.1.1.24 Intentionally Left Blank	Not provided
§ 4.1.1.25 Fast-track design services	Not provided
§ 4.1.1.26 Multiple bid packages	Not provided
§ 4.1.1.27 Historic preservation	Not provided
§ 4.1.1.28 Furniture, furnishings, and equipment design	Not provided
§ 4.1.1.29 Other services provided by specialty Consultants	See Exhibit A
§ 4.1.1.30 Other Supplemental Services	Not provided

#### § 4.1.2 Description of Supplemental Services

§ 4.1.2.1 A description of each Supplemental Service identified in Section 4.1.1 as the Architect's responsibility is provided below.

*(Describe in detail the Architect's Supplemental Services identified in Section 4.1.1 or, if set forth in an exhibit, identify the exhibit. The AIA publishes a number of Standard Form of Architect's Services documents that can be included as an exhibit to describe the Architect's Supplemental Services.)*

Expanded electrical system design, beyond conduit placement  
Coordination with the Army Corp of Engineers

§ 4.1.2.2 A description of each Supplemental Service identified in Section 4.1.1 as the Owner's responsibility is provided below.

*(Describe in detail the Owner's Supplemental Services identified in Section 4.1.1 or, if set forth in an exhibit, identify the exhibit.)*

**§ 4.1.3** If the Owner identified a Sustainable Objective in Article 1, the Architect shall provide, as a Supplemental Service, the Sustainability Services required in AIA Document E204™ 2017, Sustainable Projects Exhibit, attached to this Agreement. The Owner shall compensate the Architect as provided in Section 11.2.

#### **§ 4.2 Architect's Additional Services**

The Architect may provide Additional Services after execution of this Agreement without invalidating the Agreement. Except for services required due to the fault any negligent act, error, or omission of the Architect, any Additional Services provided in accordance with this Section 4.2 shall entitle the Architect to compensation pursuant to Section 11.3 and an appropriate adjustment in the Architect's schedule.

**§ 4.2.1** Upon recognizing the need to perform the following Additional Services, the Architect shall notify the Owner with reasonable promptness and explain the facts and circumstances giving rise to the need. The Architect shall not proceed to provide the following Additional Services until the Architect receives the Owner's written authorization:

- .1 Services necessitated by a change in the Initial Information, previous instructions or approvals given by the Owner, or a material change in the Project including size, quality, complexity, the Owner's schedule or budget for Cost of the Work, or procurement or delivery method;
- .2 Services necessitated by the enactment or revision of codes, laws, or regulations, including changing or editing previously prepared Instruments of Service;
- .3 Changing or editing previously prepared Instruments of Service necessitated by official interpretations of applicable codes, laws or regulations that are either (a) contrary to specific interpretations by the applicable authorities having jurisdiction made prior to the issuance of the building permit, or (b) contrary to requirements of the Instruments of Service when those Instruments of Service were prepared in accordance with the applicable standard of care;
- .4 Services necessitated by decisions of the Owner not rendered in a timely manner or any other failure of performance on the part of the Owner or the Owner's consultants or contractors;
- .5 Preparing digital models or other design documentation for transmission to the Owner's consultants and contractors, or to other Owner-authorized recipients;
- .6 Preparation of design and documentation for alternate bid or proposal requests proposed by the Owner;
- .7 Preparation for, and attendance at, a public presentation, meeting or hearing;
- .8 Preparation for, and attendance at, a dispute resolution proceeding or legal proceeding, except where the Architect is party thereto;
- .9 Evaluation of the qualifications of entities providing bids or proposals;
- .10 Consultation concerning replacement of Work resulting from fire or other cause during construction; **or**
- .11 Assistance to the Initial Decision Maker, if other than the Architect; **or**
- .12 Inspections to determine Substantial Completion when the Work is not sufficiently complete or will result in extensive lists of items to be completed or corrected. When the Work is not sufficiently complete and such inspections are requested by the Contractor or to allow Owner occupancy by the required substantial completion date, the Owner shall have the right to deduct from the Contract Sum amounts paid to the Architect for additional services to conduct such inspections.

**§ 4.2.2** To avoid delay in the Construction Phase, the Architect shall provide the following Additional Services, notify the Owner with reasonable promptness, and explain the facts and circumstances giving rise to the need. If, upon receipt of the Architect's notice, the Owner determines that all or parts of the services are not required, the Owner shall give prompt written notice to the Architect of the Owner's determination. The Owner shall compensate the Architect for the services provided prior to the Architect's receipt of the Owner's notice.

- .1 Reviewing a Contractor's submittal out of sequence from the submittal schedule approved by the Architect;
- .2 Responding to the Contractor's requests for information that are not prepared in accordance with the Contract Documents or where such information is available to the Contractor from a careful study and comparison of the Contract Documents, field conditions, other Owner-provided information, Contractor-prepared coordination drawings, or prior Project correspondence or documentation;
- .3 Preparing Change Orders and Construction Change Directives that require evaluation of Contractor's proposals and supporting data, or the preparation or revision of Instruments of Service;
- .4 Evaluating an extensive number of Claims as the Initial Decision Maker; **or**
- .5 Evaluating substitutions proposed by the Owner or Contractor and making subsequent revisions to Instruments of Service resulting therefrom.

**§ 4.2.3** The Architect shall provide Construction Phase Services exceeding the limits set forth below as Additional Services. When the limits below are reached, the Architect shall notify the Owner:

- .1 Two (2) reviews of each Shop Drawing, Product Data item, sample and similar submittals of the Contractor
- .2 The number of visits to the site by the Architect during construction is to be determined by project specific amendments.
- .3 Two (2) inspections for any portion of the Work to determine whether such portion of the Work is substantially complete in accordance with the requirements of the Contract Documents
- .4 One (1) inspection inspections for any portion of the Work to determine final completion.

The Architect shall be compensated for these Additional Services beyond the limits stated above, which will be billed by the Architect in accordance with Section 11.3.

**§ 4.2.4** Except for services required under Section 3.6.6.5 and those services that do not exceed the limits set forth in Section 4.2.3, or as otherwise provided in this Agreement, Construction Phase Services provided more than 60 days after (1) the date of Substantial Completion of the Work or (2) the initial date of Substantial Completion identified in the agreement between the Owner and Contractor, whichever is earlier, shall be compensated as Additional Services to the extent the Architect incurs additional cost in providing those Construction Phase Services.

**§ 4.2.5** If the services covered by this Agreement have not been completed (to be determined by project specific amendments) months of the date of this Agreement, through no fault of the Architect, extension of the Architect's services beyond that time shall be compensated as Additional Services.

## ARTICLE 5 OWNER'S RESPONSIBILITIES

**§ 5.1** Unless otherwise provided for under this Agreement, the Owner shall provide information in a timely manner regarding requirements for and limitations on the Project, including a written program, which shall set forth the Owner's objectives; schedule; constraints and criteria, including space requirements and relationships; flexibility; expandability; special equipment; systems; and site requirements.

**§ 5.2** The Owner shall establish the Owner's budget for the Project, including (1) the budget for the Cost of the Work as defined in Section 6.1; (2) the Owner's other costs; and, (3) reasonable contingencies related to all of these costs. The Owner shall update the Owner's budget for the Project as necessary throughout the duration of the Project until final completion. If the Owner significantly increases or decreases the Owner's budget for the Cost of the Work, the Owner shall notify the Architect. The Owner and the Architect shall thereafter agree to a corresponding change in the Project's scope and quality.

**§ 5.3** The Owner shall identify a representative authorized to act on the Owner's behalf with respect to the Project. The Owner shall render decisions and approve the Architect's submittals in a timely manner in order to avoid unreasonable delay in the orderly and sequential progress of the Architect's services.

**§ 5.4** The Owner shall furnish surveys to describe physical characteristics, legal limitations and utility locations for the site of the Project, and a written legal description of the site. The surveys and legal information shall include, as applicable, grades and lines of streets, alleys, pavements and adjoining property and structures; designated wetlands; adjacent drainage; rights-of-way, restrictions, easements, encroachments, zoning, deed restrictions, boundaries and contours of the site; locations, dimensions, and other necessary data with respect to existing buildings, other improvements and trees; and information concerning available utility services and lines, both public and private, above and below grade, including invert and depths. All the information on the survey shall be referenced to a Project benchmark and conform to the drawing requirements listed below.

### **§ 5.4.1** Site Survey Digital (DWG and PDF) Drawing Requirements:

- .1 All drawings shall be provided in digital DWG format of AutoCAD 2010 version and a PDF reproducible format;
- .2 All similar elements with the DWG drawing shall reside on an independent layer with an appropriate descriptive layer naming system with the layer name prefaced with a 'G-' , i.e. layer name 'G- PAVEMENT-ROAD';
- .3 Layers, objects, blocks, nested blocks, text attributes, and all other elements shall be classified as 'by layer' color and 'by layer' line type. No elements of the DWG drawing shall be classified as 'by object';

- .4 All contours shall be unbroken/continuous "smart" polylines containing appropriate elevation/z-axis information with text labels along each contour every 200' and/or at every property boundary. All 5-foot contours shall reside on a single independent layer and all other 1-foot contours on a single independent layer; and
- .5 The digital file must be a single dwg file and not rely on shx, shp, or similar files to create a reproducible PDF.

§ 5.5 The Owner shall furnish services of geotechnical engineers, which may include test borings, test pits, determinations of soil bearing values, percolation tests, evaluations of hazardous materials, seismic evaluation, ground corrosion tests and resistivity tests, including necessary operations for anticipating subsoil conditions, with written reports and appropriate recommendations.

§ 5.6 The Owner shall provide the Supplemental Services designated as the Owner's responsibility in Section 4.1.1, if any.

§ 5.7 If the Owner identified a Sustainable Objective in Article 1, the Owner shall fulfill its responsibilities as required in AIA Document E204™ 2017, Sustainable Projects Exhibit, attached to this Agreement.

§ 5.8 The Owner shall coordinate the services of its own consultants with those services provided by the Architect. Upon the Architect's request, the Owner shall furnish copies of the scope of services in the contracts between the Owner and the Owner's consultants. The Owner shall furnish the services of consultants other than those designated as the responsibility of the Architect in this Agreement, or authorize the Architect to furnish them as an Additional Service, when the Architect requests such services and demonstrates that they are reasonably required by the scope of the Project. The Owner shall require that its consultants and contractors maintain insurance, including professional liability insurance, as appropriate to the services or work provided.

§ 5.9 The Owner shall furnish tests, inspections and reports required by law or the Contract Documents, such as structural, mechanical, and chemical tests, tests for air and water pollution, and tests for hazardous materials, and commissioning of mechanical, electrical, or building envelope as required by code.

§ 5.10 The Owner shall furnish all legal, insurance and accounting services, including auditing services, that may be reasonably necessary at any time for the Project to meet the Owner's needs and interests.

§ 5.11 The Owner shall provide prompt written notice to the Architect if the Owner becomes aware of any fault or defect in the Project, including errors, omissions or inconsistencies in the Architect's Instruments of Service.

§ 5.12 The Owner shall include the Architect in all communications with the Contractor that relate to or affect the Architect's services or professional responsibilities. The Owner shall promptly notify the Architect of the substance of any direct communications between the Owner and the Contractor otherwise relating to the Project. Communications by and with the Architect's consultants shall be through the Architect.

§ 5.13 Before executing the Contract for Construction, the Owner shall coordinate the Architect's duties and responsibilities set forth in the Contract for Construction with the Architect's services set forth in this Agreement. The Owner shall provide the Architect a copy of the executed agreement between the Owner and Contractor, including the General Conditions of the Contract for Construction.

§ 5.14 The Owner shall provide the Architect access to the Project site prior to commencement of the Work and shall obligate the Contractor to provide the Architect access to the Work wherever it is in preparation or progress.

§ 5.15 Within 15 days after receipt of a written request from the Architect, the Owner shall furnish the requested information as necessary and relevant for the Architect to evaluate, give notice of, or enforce lien rights.

## ARTICLE 6 COST OF THE WORK

§ 6.1 For purposes of this Agreement, the Cost of the Work shall be the total cost to the Owner to construct all elements of the Project designed or specified by the Architect and shall include contractors' general conditions costs, overhead and profit. The Cost of the Work also includes the reasonable value of labor, materials, and equipment, donated to, or otherwise furnished by, the Owner. The Cost of the Work does not include the compensation of the Architect; the costs of the land, rights-of-way, financing, or contingencies for changes in the Work; or other costs that are the responsibility of the Owner.

§ 6.2 The Owner's budget for the Cost of the Work is provided in Initial Information, and shall be adjusted throughout the Project as required under Sections 5.2, 6.4 and 6.5. Evaluations of the Owner's budget for the Cost of the Work, and the preliminary estimate of the Cost of the Work and updated estimates of the Cost of the Work, prepared by the Architect, represent the Architect's judgment as a design professional and are based upon its own historical experience. It is recognized, however, that neither the Architect nor the Owner has control over the cost of labor, materials, or equipment; the Contractor's methods of determining bid prices; or competitive bidding, inflation, market, or negotiating conditions. Accordingly, the Architect cannot and does not warrant or represent that bids or negotiated prices will not vary from the Owner's budget for the Cost of the Work, or from any estimate of the Cost of the Work, or evaluation, prepared or agreed to by the Architect. If the Owner wishes greater assurance as to the probable Cost of the Work, the Owner shall may engage an independent cost estimating consultant acceptable to the Architect.

§ 6.2.1 In the event the Owner engages an independent cost estimating consultant in an effort to produce a project within the Owner's budget for the Cost of the Work, cost estimates by the independent cost estimating consultant shall be performed at the conclusion of Design Development Documents, 50% complete Construction Documents.

§ 6.3 In preparing estimates of the Cost of the Work, the Architect shall be permitted to include contingencies for design, bidding, and price escalation; to determine what materials, equipment, component systems, and types of construction are to be included in the Contract Documents; to recommend reasonable adjustments in the program and scope of the Project; and to include design alternates as may be necessary to adjust the estimated Cost of the Work to meet the Owner's budget. The Architect's estimate of the Cost of the Work shall be based on current area, volume or similar conceptual estimating techniques. If the Owner requires a detailed estimate of the Cost of the Work, the Architect shall provide such an estimate, if identified as the Architect's responsibility in Section 4.1.1, as a Supplemental Service.

§ 6.4 If, through no fault of the Architect, the Procurement Phase has not commenced within 90 days after the Architect submits the Construction Documents to the Owner, the Owner's budget for the Cost of the Work shall be adjusted to reflect changes in the general level of prices in the applicable construction market.

§ 6.5 If at any time the Architect's estimate of the Cost of the Work exceeds the Owner's budget for the Cost of the Work, the Architect shall make appropriate recommendations to the Owner to adjust the Project's size, quality, or budget for the Cost of the Work, and the Owner shall cooperate with the Architect in making such adjustments, subject to approval of the City Council of Owner.

§ 6.6 If the Owner's budget for the Cost of the Work at the conclusion of the Construction Documents Phase Services is exceeded by the lowest bona fide bid or negotiated proposal, the Owner shall decide how it desires to proceed, which may include, without limitation, any of the following:

- .1 give written approval of an increase in the budget for the Cost of the Work;
- .2 authorize rebidding or renegotiating of the Project within a reasonable time;
- .3 terminate in accordance with Section 9.5;
- .4 in consultation with the Architect, revise the Project program, scope, or quality as required to reduce the Cost of the Work; or,
- .5 implement any other mutually acceptable alternative.

§ 6.7 Due to uncertainty in the availability of construction labor and materials and the resulting impact on inflation and construction costs, the Architect cannot and does not warrant or represent that the Cost of the Work will be within the Owner's budget for the Cost of the Work. If the Owner chooses to proceed under Section 6.6.4, the Architect, as Additional Services, shall modify the Construction Documents as necessary to comply with the Owner's budget for the Cost of the Work at the conclusion of the Construction Documents Phase Services, or the budget as adjusted under Section 6.6.1. If the Owner requires the Architect to modify the Construction Documents because the lowest bona fide bid exceeds the Owner's budget for the Cost of the Work due to market conditions the Architect could not, within their professional standard of care, reasonably anticipate, the Owner shall compensate the Architect for the modifications as an Additional Service pursuant to Section 11.3; otherwise the Architect's services for modifying the Construction Documents shall be without additional compensation. In any event, the Architect's modification of the Construction Documents shall be the limit of the Architect's responsibility under this Article 6. The Architect shall be entitled to compensation in accordance with this Agreement for all services performed pursuant to this article 6.7 (including, but not limited to, redesigning, redrawing, rebidding, and renegotiating) whether or not construction is commenced.

## ARTICLE 7 COPYRIGHTS AND LICENSES

§ 7.1 The Architect and the Owner warrant that in transmitting Instruments of Service, or any other information, the transmitting party is the copyright owner of such information or has permission from the copyright owner to transmit such information for its use on the Project.

§ 7.2 The Architect and the Architect's consultants shall be deemed the authors and owners of their respective Instruments of Service, including the Drawings and Specifications, and shall retain all common law, statutory and other reserved rights, including copyrights. Submission or distribution of Instruments of Service to meet official regulatory requirements or for similar purposes in connection with the Project is not to be construed as publication in derogation of the reserved rights of the Architect and the Architect's consultants.

§ 7.3 The Architect grants to the Owner a nonexclusive, perpetual license to use the Architect's Instruments of Service solely and exclusively for purposes of constructing, using, maintaining, altering and adding to the Project, provided that the Owner substantially performs its obligations under this Agreement, including prompt payment of all sums due pursuant to Article 9 and Article 11. The Architect shall obtain similar nonexclusive, perpetual licenses from the Architect's consultants consistent with this Agreement. The license granted under this section permits the Owner to authorize the Contractor, Subcontractors, Sub-subcontractors, and suppliers, as well as the Owner's consultants and separate contractors, to reproduce applicable portions of the Instruments of Service, subject to any protocols established pursuant to Section 1.3, solely and exclusively for use in performing services or construction for the Project. If the Architect rightfully terminates this Agreement for cause as provided in Section 9.4, the license granted in this Section 7.3 shall terminate.

§ 7.3.1 In the event the Owner uses the Instruments of Service without retaining the authors of the Instruments of Service, the Owner releases the Architect and Architect's consultant(s) from all claims and causes of action arising from such uses. The Owner, to the extent permitted by law, further agrees to indemnify and hold harmless the Architect and its consultants from all costs and expenses, including the cost of defense, related to claims and causes of action asserted by any third person or entity to the extent such costs and expenses arise from the Owner's use of the Instruments of Service under this Section 7.3.1. The terms of this Section 7.3.1 shall not apply if the Owner rightfully terminates this Agreement for cause under Section 9.4.

§ 7.4 Except for the licenses granted in this Article 7, no other license or right shall be deemed granted or implied under this Agreement. The Owner shall not assign, delegate, sublicense, pledge or otherwise transfer any license granted herein to another party without the prior written agreement of the Architect. Any unauthorized use of the Instruments of Service shall be at the Owner's sole risk and without liability to the Architect and the Architect's consultants.

§ 7.5 Except as otherwise stated in Section 7.3, The provisions of this Article 7 shall survive the termination of this Agreement.

## ARTICLE 8 CLAIMS AND DISPUTES

### § 8.1 General

§ 8.1.1 The Owner and Architect shall commence all claims and causes of action against the other and arising out of or related to this Agreement, whether in contract, tort, or otherwise, in accordance with the requirements of the binding dispute resolution method selected in this Agreement, if any, and within the period specified by applicable law, but in any case not more than 10 years after the date of Substantial Completion of the Work. The Owner and Architect waive all claims and causes of action not commenced in accordance with this Section 8.1.1.

§ 8.1.2 To the extent damages are covered by property insurance, the Owner and Architect, to the extent permitted under such property insurance, waive all rights against each other and against the contractors, consultants, agents, and employees of the other for damages, except to the extent of such rights as they may have to the proceeds of such insurance as set forth in AIA Document A201-2017, General Conditions of the Contract for Construction. The Owner or the Architect, as appropriate, shall require of the contractors, consultants, agents, and employees of any of them, similar the same scope of waivers in favor of the other parties enumerated herein.

§ 8.1.3 The Architect and Owner waive consequential damages for claims, disputes, or other matters in question, arising out of or relating to this Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination of this Agreement, except as specifically provided in Section 9.7.

§ 8.1.4 The Architect and Architect's consultants, and each of them, shall indemnify, defend, and hold harmless Owner and Owner's officers, employees, and successors, and each of them, from and against all damages, losses, liabilities, claims,

and expenses, including attorney fees and court costs, arising out of or resulting from any act, omission or negligence of Architect or any consultant of Architect. This provision shall survive termination of this Agreement.

### **§ 8.2 Mediation.**

Notwithstanding anything in this Section 8.2 below or otherwise in this Agreement to the contrary, the provisions of this Section 8.2 shall not apply to any claim, dispute or other matter in question unless the Owner and Architect agree in writing with respect to such claim, dispute or other matter to proceed in the manner described in this Section 8.2 below.

**§ 8.2.1** Any claim, dispute or other matter in question arising out of or related to this Agreement shall be subject to mediation as a condition precedent to binding dispute resolution. If such matter relates to or is the subject of a lien arising out of the Architect's services, the Architect may proceed in accordance with applicable law to comply with the lien notice or filing deadlines prior to resolution of the matter by mediation or by binding dispute resolution.

**§ 8.2.2** The Owner and Architect shall endeavor to resolve claims, disputes and other matters in question between them by mediation, which, ~~unless if~~ the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Mediation Procedures in effect on the date of this Agreement. A request for mediation shall be made in writing, delivered to the other party to this Agreement, and filed with the person or entity administering the mediation. The request may be made concurrently with the filing of a complaint or other appropriate demand for binding dispute resolution but, in such event, mediation shall proceed in advance of binding dispute resolution proceedings, which shall be stayed pending mediation for a period of 60 days from the date of filing, unless stayed for a longer period by agreement of the parties or court order. ~~If an arbitration proceeding is stayed pursuant to this section, the parties may nonetheless proceed to the selection of the arbitrator(s) and agree upon a schedule for later proceedings.~~

**§ 8.2.3** The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

**§ 8.2.4** If the parties do not resolve a dispute through mediation pursuant to this Section 8.2, the method of binding dispute resolution shall be the following:

*(Check the appropriate box.)*

Arbitration pursuant to Section 8.3 of this Agreement

Litigation in a court of competent jurisdiction

Other: *(Specify)*

If the Owner and Architect do not select a method of binding dispute resolution, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, the dispute will be resolved in a court of competent jurisdiction.

**§ 8.2.5** ~~The Architect or Owner, as appropriate, shall include a similar mediation provision in all its agreements with contractors and consultants retained for the Project and shall require all contractors and consultants to also include a similar mediation provision in all agreements with their subcontractors and sub-consultants so retained for the Project, thereby providing for mediation as the primary method for dispute resolution between the parties to those agreements, provided, however, that all mediation provisions in agreements with any contractors, consultants, subcontractors or sub-consultants shall require prior written agreement of Owner to proceed with mediation of any dispute involving Owner.~~

### **§ 8.3 Arbitration**

**§ 8.3.1** If the parties have selected arbitration as the method for binding dispute resolution in this Agreement, any claim, dispute or other matter in question arising out of or related to this Agreement subject to, but not resolved by, mediation shall be subject to arbitration, which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Arbitration Rules in effect on the date of this Agreement. A demand for arbitration shall be made in writing, delivered to the other party to this Agreement, and filed with the person or entity administering the arbitration.

**§ 8.3.1.1** A demand for arbitration shall be made no earlier than concurrently with the filing of a request for mediation, but in no event shall it be made after the date when the institution of legal or equitable proceedings based on the claim, dispute

or other matter in question would be barred by the applicable statute of limitations. For statute of limitations purposes, receipt of a written demand for arbitration by the person or entity administering the arbitration shall constitute the institution of legal or equitable proceedings based on the claim, dispute or other matter in question.

**§ 8.3.2** The foregoing agreement to arbitrate, and other agreements to arbitrate with an additional person or entity duly consented to by parties to this Agreement, shall be specifically enforceable in accordance with applicable law in any court having jurisdiction thereof.

**§ 8.3.3** The award rendered by the arbitrator(s) shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.

**§ 8.3.4 Consolidation or Joinder**

**§ 8.3.4.1** Either party, at its sole discretion, may consolidate an arbitration conducted under this Agreement with any other arbitration to which it is a party provided that (1) the arbitration agreement governing the other arbitration permits consolidation; (2) the arbitrations to be consolidated substantially involve common questions of law or fact; and (3) the arbitrations employ materially similar procedural rules and methods for selecting arbitrator(s).

**§ 8.3.4.2** Either party, at its sole discretion, may include by joinder persons or entities substantially involved in a common question of law or fact whose presence is required if complete relief is to be accorded in arbitration, provided that the party sought to be joined consents in writing to such joinder. Consent to arbitration involving an additional person or entity shall not constitute consent to arbitration of any claim, dispute or other matter in question not described in the written consent.

**§ 8.3.4.3** The Owner and Architect grant to any person or entity made a party to an arbitration conducted under this Section 8.3, whether by joinder or consolidation, the same rights of joinder and consolidation as the Owner and Architect under this Agreement.

**§ 8.4** The provisions of this Article 8 shall survive the termination of this Agreement.

**ARTICLE 9 TERMINATION OR SUSPENSION**

**§ 9.1** If the Owner fails to make payments to the Architect in accordance with this Agreement, such failure shall be considered substantial nonperformance and cause for termination or, at the Architect's option, cause for suspension of performance of services under this Agreement. If the Architect elects to suspend services, the Architect shall give seven days' written notice to the Owner before suspending services. In the event of a suspension of services, the Architect shall have no liability to the Owner for delay or damage caused to the Owner because of such suspension of services. Before resuming services, the Owner shall pay the Architect all sums due prior to suspension and any expenses incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

**§ 9.2** If the Owner suspends the Project, the Architect shall be compensated for services performed prior to notice of such suspension. When the Project is resumed, the Architect shall be compensated for expenses incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

**§ 9.3** If the Owner suspends the Project for more than 90 cumulative days for reasons other than the fault of the Architect, the Architect may terminate this Agreement by giving not less than seven days' written notice.

**§ 9.4** Either party may terminate this Agreement upon not less than seven days' written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination.

**§ 9.5** The Owner may terminate this Agreement upon not less than seven days' written notice to the Architect for the Owner's convenience and without cause.

**§ 9.6** If the Owner terminates this Agreement for its convenience pursuant to Section 9.5, or the Architect terminates this Agreement pursuant to Section 9.3, the Owner shall compensate the Architect for services performed prior to termination, Reimbursable Expenses incurred, and costs attributable to termination, including the costs attributable to the Architect's termination of consultant agreements. Upon such payment Owner shall be provided copies and shall have a nonexclusive

right in perpetuity to use all Instruments of Service created by Architect or its consultant pursuant to this Agreement before the termination date.

**§ 9.7** In addition to any amounts paid under Section 9.6, if the Owner terminates this Agreement for its convenience pursuant to Section 9.5, or the Architect terminates this Agreement pursuant to Section 9.3, the Owner shall pay to the Architect the following fees:

*(Set forth below the amount of any termination or licensing fee, or the method for determining any termination or licensing fee.)*

**.1** Termination Fee:

N/A

**.2** Licensing Fee if the Owner intends to continue using the Architect's Instruments of Service:

N/A

**§ 9.8** Except as otherwise expressly provided herein, this Agreement shall terminate one year from the date of Substantial Completion.

**§ 9.9** The Owner's rights to use the Architect's Instruments of Service in the event of a termination of this Agreement are set forth in Article 7 and Section 9.7.

**§ 9.10** The Owner and Architect's rights set forth in this Article 9 are in addition to and without prejudice to their other rights and remedies provided by law.

**§ 9.11** The termination of this Agreement shall not relieve either the Owner or the Architect of any obligation previously accrued. The following provisions of this Agreement, and any other provisions that by their terms so provide, shall specifically survive any such termination: Section 3.1.10, Article 7, Article 8, Article 10, and Article 12.

## ARTICLE 10 MISCELLANEOUS PROVISIONS

**§ 10.1** This Agreement shall be governed by the law of Nebraska. All claims and causes of action arising out of this Agreement shall be filed in the District Court of Sarpy County, Nebraska. Each party agrees that jurisdiction of the District Court of Sarpy County shall be proper and it shall not challenge such jurisdiction. the place where the Project is located, excluding that jurisdiction's choice-of-law rules. If the parties have selected arbitration as the method of binding dispute resolution, the Federal Arbitration Act shall govern Section 8.3.

**§ 10.2** Terms in this Agreement shall have the same meaning as those in AIA Document A201-2017, General Conditions of the Contract for Construction in the form attached to this Agreement as Exhibit B.

**§ 10.3** The Owner and Architect, respectively, bind themselves, their agents, successors, assigns, and legal representatives to this Agreement. Neither the Owner nor the Architect shall assign this Agreement without the written consent of the other, except that the Owner may assign this Agreement to a lender providing financing for the Project if the lender agrees to assume the Owner's rights and obligations under this Agreement, including any payments due to the Architect by the Owner prior to the assignment.

**§ 10.4** If the Owner requests the Architect to execute certificates, the proposed language of such certificates shall be submitted to the Architect for review at least 14 days prior to the requested dates of execution. If the Owner requests the Architect to execute consents reasonably required to facilitate assignment to a lender, the Architect shall execute all such consents that are consistent with this Agreement, provided the proposed consent is submitted to the Architect for review at least 14 days prior to execution. The Architect shall not be required to execute certificates or consents that would require knowledge, services, or responsibilities beyond the scope of this Agreement.

**§ 10.5** Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either the Owner or Architect.

**§ 10.6** Unless otherwise required in this Agreement, the Architect shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the Project site.

**§ 10.7** The Architect shall have the right to include photographic or artistic representations of the design of the Project among the Architect's promotional and professional materials. The Architect shall be given reasonable access to the completed Project to make such representations. However, the Architect's materials shall not include the Owner's confidential or proprietary information if the Owner has previously advised the Architect in writing of the specific information considered by the Owner to be confidential or proprietary. ~~The Owner shall provide professional credit for the Architect in the Owner's promotional materials for the Project.~~ This Section 10.7 shall survive the termination of this Agreement unless the Owner terminates this Agreement for cause pursuant to Section 9.4.

**§ 10.8** If the Architect or Owner receives information specifically designated as "confidential" or "business proprietary," the receiving party shall keep such information strictly confidential and shall not disclose it to any other person except as set forth in Section 10.8.1. This Section 10.8 shall survive the termination of this Agreement.

**§ 10.8.1** The receiving party may disclose "confidential" or "business proprietary" information after 7 days' notice to the other party, when required by law, arbitrator's order, or court order, including a subpoena or other form of compulsory legal process issued by a court or governmental entity, or to the extent such information is reasonably necessary for the receiving party to defend itself in any dispute. Notwithstanding anything in this Section 10.8 to the contrary, disclosures by the Owner shall be made within such timeframe as the Owner determines necessary or appropriate under applicable law. The receiving party may also disclose such information to its employees, consultants, or contractors in order to perform services or work solely and exclusively for the Project, provided those employees, consultants and contractors are subject to the restrictions on the disclosure and use of such information as set forth in this Section 10.8.

**§ 10.9** The invalidity of any provision of the Agreement shall not invalidate the Agreement or its remaining provisions. If it is determined that any provision of the Agreement violates any law, or is otherwise invalid or unenforceable, then that provision shall be revised to the extent necessary to make that provision legal and enforceable. In such case the Agreement shall be construed, to the fullest extent permitted by law, to give effect to the parties' intentions and purposes in executing the Agreement.

## ARTICLE 11 COMPENSATION

**§ 11.1** For the Architect's Basic Services described under Article 3, the Owner shall compensate the Architect as follows:

.1 See Exhibit A – Scope of Services

.2 Percentage Basis

*(Insert percentage value)*

**\_\_\_\_\_** % of the Owner's budget for the Cost of the Work, as calculated in accordance with Section 11.6.

.3 Other

*(Describe the method of compensation)*

**§ 11.2** For the Architect's Supplemental Services designated in Section 4.1.1 and for any Sustainability Services required pursuant to Section 4.1.3, the Owner shall compensate the Architect as follows:

*(Insert amount of, or basis for, compensation. If necessary, list specific services to which particular methods of compensation apply.)*

Compensation shall be hourly based on the Standard Hourly Rate Schedule current at the time services are provided. A copy of the Standard Hourly Rate Schedule is attached hereto as Exhibit C and incorporated herein by this reference.

**§ 11.3** For Additional Services that may arise during the course of the Project, including those under Section 4.2, the Owner shall compensate the Architect as follows:

*(Insert amount of, or basis for, compensation.)*

Compensation shall be hourly based on the Standard Hourly Rate Schedule current at the time services are provided. A copy of the Standard Hourly Rate Schedule is attached hereto as Exhibit C and incorporated herein by this reference.

**§ 11.4 Compensation for Supplemental and Additional Services** of the Architect's consultants when not included in Section 11.2 or 11.3, shall be the amount invoiced to the Architect plus ten percent (10%), or as follows:  
(Insert amount of, or basis for computing, Architect's consultants' compensation for Supplemental or Additional Services.)

N/A

**§ 11.5 When compensation for Basic Services is based on a stipulated sum or a percentage basis, the proportion of compensation for each phase of services shall be as follows:**

**§ 11.6 When compensation identified in Section 11.1 is on a percentage basis, progress payments for each phase of Basic Services shall be calculated by multiplying the percentages identified in this Article by the Owner's most recent budget for the Cost of the Work.** Compensation paid in previous progress payments shall not be adjusted based on subsequent updates to the Owner's budget for the Cost of the Work.

**§ 11.6.1 When compensation is on a percentage basis and any portions of the Project are deleted or otherwise not constructed, compensation for those portions of the Project shall be payable to the extent services are performed on those portions.** The Architect shall be entitled to compensation in accordance with this Agreement for all services performed whether or not the Construction Phase is commenced.

**§ 11.7 The hourly billing rates for services of the Architect and the Architect's consultants are set forth below.** The rates shall be adjusted in accordance with the Architect's and Architect's consultants' normal review practices.

(If applicable, attach an exhibit of hourly billing rates or insert them below.)

Standard Hourly Rate Schedule incorporated herein as Exhibit C.

<b>Employee or Category</b>	<b>Rate (\$0.00)</b>
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**§ 11.8 Compensation for Reimbursable Expenses**

**§ 11.8.1 Reimbursable Expenses** are in addition to compensation for Basic, Supplemental, and Additional Services and include expenses incurred by the Architect and the Architect's consultants directly related to the Project, as follows:

- .1 Transportation and authorized out-of-town travel and subsistence;
- .2 Long distance services, dedicated data and communication services, teleconferences, Project web sites, and extranets;
- .3 Permitting and other fees required by authorities having jurisdiction over the Project;
- .4 Printing, reproductions, plots, and standard form documents;
- .5 Postage, handling, and delivery;
- .6 Expense of overtime work requiring higher than regular rates, if authorized in advance by the Owner;
- .7 Renderings, physical models, mock-ups, professional photography, and presentation materials requested by the Owner or required for the Project; and
- .8 If required by the Owner, and with the Owner's prior written approval, the Architect's consultants' expenses of professional liability insurance dedicated exclusively to this Project, or the expense of additional insurance coverage or limits in excess of that normally maintained by the Architect's consultants;
- .9 All taxes levied on professional services and on reimbursable expenses;
- .10 Site office expenses;
- .11 Registration fees and any other fees charged by the Certifying Authority or by other entities as necessary to achieve the Sustainable Objective; and,
- .12 Other similar Project-related expenditures as approved in advance by Owner's representative.

**§ 11.8.2 For Reimbursable Expenses the compensation shall be the actual cost of expenses incurred by the Architect and the Architect's consultants plus zero percent (0%) of the expenses incurred.**

**§ 11.9 Architect's Insurance.** If the types and limits of coverage required in Section 2.5 are in addition to the types and limits the Architect normally maintains, the Owner shall pay the Architect for the additional costs incurred by the Architect for the additional coverages as set forth below:

(Insert the additional coverages the Architect is required to obtain in order to satisfy the requirements set forth in Section 2.5, and for which the Owner shall reimburse the Architect.)

N/A

## § 11.10 Payments to the Architect

### § 11.10.1 Initial Payments

§ 11.10.1.1 An initial payment of zero dollars and no cents (\$0.00) shall be made upon execution of this Agreement and is the minimum payment under this Agreement. It shall be credited to the Owner's account in the final invoice.

§ 11.10.1.2 If a Sustainability Certification is part of the Sustainable Objective, an initial payment to the Architect of ????? (\$????) shall be made upon execution of this Agreement for registration fees and other fees payable to the Certifying Authority and necessary to achieve the Sustainability Certification. The Architect's payments to the Certifying Authority shall be credited to the Owner's account at the time the expense is incurred.

### § 11.10.2 Progress Payments

§ 11.10.2.1 Unless otherwise agreed, payments for services shall be made monthly in proportion to services performed. Payments are due and payable ~~upon presentation~~ thirty days after the date of receipt of the Architect's invoice. Amounts unpaid sixty (60) days after the invoice date shall bear interest at the rate entered below, or in the absence thereof at the legal rate prevailing from time to time at the principal place of business of the Architect.

*(Insert rate of monthly or annual interest agreed upon.)*

One percent (1%) per month.

§ 11.10.2.2 Except for any amount the Owner in good faith disputes; the Owner shall not withhold amounts from the Architect's compensation to impose a penalty or liquidated damages on the Architect, or to offset sums requested by or paid to contractors for the cost of changes in the Work, unless the Architect agrees or has been found liable for the amounts in a binding dispute resolution proceeding.

§ 11.10.2.3 Records of Reimbursable Expenses, expenses pertaining to Supplemental and Additional Services, and services performed on the basis of hourly rates shall be available to the Owner at mutually convenient times.

## ARTICLE 12 SPECIAL TERMS AND CONDITIONS

Special terms and conditions that modify this Agreement are as follows:

*(Include other terms and conditions applicable to this Agreement.)*

§ 12.1 The Owner acknowledges that the Some requirements of the Americans with Disabilities Act (ADA), Fair Housing Act (FHA) and other federal, state and local accessibility laws, rules, codes, ordinances and regulations applicable to the Project ("Legal Requirements") will may be subject to various and possibly contradictory interpretations. The Architect, in performing services pursuant to this Agreement, shall interpret such Legal Requirements in accordance with the prevailing standard of the profession in the geographic area in which the Project is located. Provided the Architect satisfies the requirements of the immediately preceding sentence, the Architect does not warrant or guarantee any other interpretation of the Legal Requirements in connection with the Project, therefore, will use its reasonable professional efforts and judgment consistent with the degree of skill and care ordinarily exercised by architects currently practicing under similar circumstances to interpret applicable accessibility requirements in effect as of the date of the execution of this Agreement, and as they apply to the Project. The Architect does not warrant or guarantee that the Owner's Project will comply with all interpretations of the accessibility requirements. The Owner shall defend, indemnify, and hold harmless the Architect, the Architect's consultant and agents, and employees of any of them, from and against any and all claims, damages, awards, losses, and expenses, including but not limited to attorneys' fees, arising out of or resulting from noncompliance with ADA or FHA.

§ 12.2 If the Project involves making changes to an existing facility, the Architect shall verify that the existing building drawings provided by the Owner generally represent the actual existing field conditions. Verification shall be limited to general overall visual observation and confirmation of significant dimensions of reasonably accessible exposed elements.

§ 12.3 To the maximum extent permitted by law, the Owner agrees to limit the Architect's liability for claims brought by or through the Owner to the sum of \$50,000.00 or the Architect's fee, whichever is greater. This limitation shall apply regardless of the cause of action or legal theory pled or asserted.

§ 12.4 The Owner and Architect mutually acknowledge that if a Project goal is to achieve certification under the U.S. Green Building Council's (USGBC) Leadership in Energy and Environmental Design (LEED®) green building rating

system, that the Project cannot achieve LEED® certification until after substantial completion of construction and will be subject to the LEED® certification processes and procedures as determined by the USGBC. The Owner acknowledges that these procedures are outside the control of the Architect, may not be uniformly implemented, and may be subject to change at any time. Further, the Owner acknowledges that LEED® certification will require input and effort from the Owner and the Architect as well as other consultants, contractors, and other persons associated with the Project that are not parties to this Agreement.

The Architect will make reasonable efforts to facilitate and coordinate the LEED® certification for the Project, subject to scope of services, and the terms and provisions of this Agreement. The Architect does not warrant or guarantee LEED® certification or the actual performance of the building based on the Architect's design drawings, specifications, or resource use or consumption modeling for the Project, and does not warrant or guarantee certain performance levels anticipated through the LEED® certification process.

**§ 12.5** If this Agreement is terminated, other than pursuant to Section 9.4, the license granted in Section 7.3 shall terminate and the Owner's obligations set forth in Section 7.3.1 and Section 9.7.2 shall govern.

**§ 12.6** 26 United States Code Section 179D directs that there shall be allowed as a tax deduction an amount equal to the cost of energy efficient commercial building property (or partially qualifying energy efficient commercial building property) placed in service during the taxable year. In the case of energy efficient commercial building property (or partially qualifying energy efficient commercial building property) installed on or in property owned by a Federal, State, or local government, or a political subdivision thereof, the Owner shall allocate this 26 United States Code Section 179D tax deduction to the Architect.

**§ 12.7** If, due to the Architect's negligent act or omission, a required item or component of the project is omitted from the Architect's construction documents, the Architect shall be responsible for paying the cost required to add such item or component to the extent that such item or component would have been required and included in the original construction documents.

**§ 12.8** Any term or provision of this Agreement found to be invalid under any applicable statute or rule of law shall be deemed omitted and the remainder of this Agreement shall remain in full force and effect.

#### **ARTICLE 13 SCOPE OF THE AGREEMENT**

**§ 13.1** This Agreement represents the entire and integrated agreement between the Owner and the Architect and supersedes all prior negotiations, representations or agreements, either written or oral, including but not limited to, the terms of any purchase order, invoice, bid document, or proposal attached to the Agreement. This Agreement may be amended only by written instrument signed by both the Owner and Architect.

**§ 13.2** This Agreement is comprised of the following documents identified below:

- .1 AIA Document B101™-2017, Standard Form Agreement Between Owner and Architect as modified by RDG IA Inc.
- .2 AIA Document E203™-2013, Building Information Modeling and Digital Data Exhibit, dated as indicated below:  
*(Insert the date of the E203-2013 incorporated into this agreement.)*

N/A

- .3 Exhibits:

*(Check the appropriate box for any exhibits incorporated into this Agreement.)*

AIA Document E204™-2017, Sustainable Projects Exhibit, dated as indicated below:  
*(Insert the date of the E204-2017 incorporated into this agreement.)*

N/A

Other Exhibits incorporated into this Agreement:

*(Clearly identify any other exhibits incorporated into this Agreement, including any exhibits and scopes of services identified as exhibits in Section 4.1.2.)*

- i. Exhibit A Scope of Services attached hereto and incorporated herein by this reference
- ii. Exhibit B A201™-2017, General Conditions of Contract for Construction, and General Supplementary Conditions, as modified by RDG IA Inc attached hereto and incorporated herein by this reference, subject to such additions, deletions, or additional modifications made in writing as the City Engineer or Owner determines necessary or appropriate; provided, however, any such addition, deletion, or modification of the Construction Contract that increases Architect's required performance in connection with its administration of the Construction Contract shall require written consent of the Architect.
- iii. Exhibit C Standard Hourly Rate Schedule attached hereto and incorporated herein by this reference. Any rate adjustments generally applied to Architect's contracts may be applied to the Standard Hourly Rate Schedule, but such adjustments shall only be applied once per year.

.4 Other documents:

*(List other documents, if any, forming part of the Agreement.)*

NA

This Agreement entered into as of the day and year first written above.

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**OWNER** *(Signature)*

Brenda Gunn, City Administrator  
*(Printed name and title)*

---

**ARCHITECT** *(Signature)*

G.W. Justin Platts, PLA - Principal  
*(Printed name, title, and license number, if required)*

CITY OF LA VISTA  
PLACEMAKING AND LANDSCAPE DESIGN SERVICES, LA VISTA CIVIC AREAS

GENERAL AND SUPPLEMENTARY CONDITIONS OF THE CONTRACT FOR CONSTRUCTION  
GENERAL CONDITIONS

ARTICLES 1 THROUGH 15

The General Conditions of this Contract are as stated in the American Institute of Architects' Document A201, GENERAL CONDITIONS OF THE CONTRACT FOR CONSTRUCTION, 2017, 15 Articles, hereinafter referred to as the General Conditions, a copy of which may be referred to at the office of the Architect-Engineer.

SUPPLEMENTARY CONDITIONS

The following supplementary conditions modify, change, delete from, or add to the "General Conditions of the Contract for Construction," AIA Document A201, 2017, and are incorporated by reference into and become a part of the Contract Documents, as that term is defined in the General Conditions. This document refers to section, subsection, paragraph, and subparagraph numbering of the General Conditions as originally presented and before additions, deletions, or modifications by these supplementary conditions. All provisions of the General Conditions, including without limitation any references to Paragraphs, Subparagraphs, or provisions that are deleted, added to, or modified, shall be deemed to be modified and shall be interpreted consistent with the changes made below. To the extent these supplementary conditions are inconsistent with any provisions of the General Conditions, these supplementary conditions shall control. Where any Article of the General Conditions is modified or any Paragraph, Subparagraph, or Clause thereof is modified or deleted by these supplements, the unaltered provisions of that Article, Paragraph, Subparagraph, or Clause shall remain in effect.

ARTICLE 1

GENERAL PROVISIONS

1.1 BASIC DEFINITIONS

Delete the last sentence of Subparagraph 1.1.1 and substitute the following:

"The Contract Documents also include the bidding requirements (Advertisement or Invitation to Bid, sample forms, portions of Addenda relating to bidding requirements or the Contract Documents, other information furnished by Owner in anticipation of receiving bids or proposals, and Instruction to Bidders). Unless specifically enumerated in the Agreement, the Contract Documents do not include the Contractor's Bid."

Delete the last sentence of Subparagraph 1.1.8.

Add to Paragraph 1.1 the following Subparagraphs 1.1.9 and 1.1.10:

1.1.9 The Project Manual is the volume(s) assembled for the Work which may include some or all of the bidding requirements, procurement and contracting requirements, sample forms, Conditions of the Contract, Specifications, and addenda.

1.1.10 Notwithstanding anything in the Contract Documents to the contrary, in the event of any conflict, inconsistency, or ambiguity in the Contract Documents as to the quality or quantity of work or material, the better quality or greater quantity shall control; and the terms, conditions or interpretation most beneficial to the Owner shall control in the event of any conflict, inconsistency, or ambiguity in the Contract Documents that does not involve quality or quantity.”

In Subparagraph 1.5.2, delete “and 1.8”.

Delete and replace Paragraphs 1.7 and 1.8 with the following:

**“1.7 Digital Data Transmission, Use, and Reliance.** If the parties will transmit and use Instruments of Service or any other information or documentation in digital form, including without limitation building information models, they shall endeavor to establish necessary protocols governing such transmission or use. Any use of, or reliance on, all or a portion of a building information model without having agreement to protocols governing such use or reliance shall be at the using or relying party’s sole risk and without liability to the other party, its contractors, or consultants, except in cases of negligent acts or omissions of such other party, its contractors, or consultants.”

## ARTICLE 2

### OWNER

#### 2.1 GENERAL

Modify Subparagraph 2.1.1 as follows:

Substitute the following for the third sentence:

“Except as otherwise provided in Section 4.2.1, the Architect does not have authority to bind the Owner with respect to matters requiring Owner’s approval or authorization.”

Delete the second sentence.

Substitute “a reasonable time” for “fifteen days” in the first sentence of Subparagraph 2.1.2.

Delete Paragraph 2.2 and Subparagraphs 2.2.1, 2.2.2, 2.2.3, and 2.2.4.

#### 2.3 INFORMATION AND SERVICES REQUIRED OF THE OWNER.

Delete Subparagraph 2.3.3.

Add the following sentences to the end of Subparagraph 2.3.4:

“The Contractor shall compare information furnished by the Owner (including surveys and soil tests with observable physical conditions) and the Contract Documents and on the basis of such review, shall report to the Owner and Architect any conflicts, errors or omissions. Contractor shall be responsible for any additional costs, delays and damages resulting from the Contractor’s failure to immediately report any such errors, inconsistencies or omissions.”

2.4 Add the following at the end of Paragraph 2.4:

“Any delay resulting from stoppage of the Work pursuant to this Section 2.4 shall not extend the Contract Time or any schedule or milestone for completing all or any portion of the Work.”

2.5 Delete and replace the second sentence with the following: “In such case an appropriate Change Order shall be issued deducting from payments then or thereafter due the Contractor the reasonable cost of correcting such default or neglect, including without limitation Owner's expenses and compensation for the Architect's additional services made necessary by such default, neglect or failure. The Architect may, pursuant to Section 9.5.1, withhold or nullify a Certificate for Payment in whole or in part, to the extent reasonably necessary to reimburse the Owner for the reasonable cost of correcting such deficiencies, including, without limitation, Owner's expenses and compensation for the Architect's additional services made necessary by such default, neglect, or failure. Any additional services or compensation of or to Architect pursuant to this Paragraph 2.5 are subject to prior approval of the Architect”

2.6 Add the following Paragraph 2.6:

#### “2.6 OWNER'S EXERCISE OR NON-EXERCISE OF RIGHTS”

2.6.1 The Owner's exercise of its authority to stop the Work or its exercise of any other right or remedy herein given, or any decision made by Owner either to exercise or not to exercise any such authority, right or remedy, shall not give rise to any duty to any Subcontractor, sub-Subcontractor or to any agent or employee thereof, or to any other person performing any of the Work or to any third party whatsoever.”

### ARTICLE 3

#### CONTRACTOR

##### 3.2 REVIEW OF CONTRACT DOCUMENTS AND FIELD CONDITIONS BY CONTRACTOR

Delete “generally” in Subparagraph 3.2.1.

Add the following sentence to the end of Subparagraph 3.2.1:

“The Contractor also represents that all Contract Documents for the Project have been examined, including those intended for work of trades not normally performed by the Contractor's own forces, and has become thoroughly familiar with all conditions which may pertain to or affect the Work under the Contract.”

##### 3.3 SUPERVISION AND CONSTRUCTION PROCEDURES

In Subparagraph 3.3.1, after the second sentence, delete the remainder of this Subparagraph.

Add the following Subparagraphs 3.3.4 and 3.3.5 to 3.3:

3.3.4 Contractor shall perform the Work, so as to cause a minimum of inconvenience to and interruption of the Owner's operations. Any and all interruptions of the operations of the Owner necessary for the performance of the Work shall be noted in the progress schedule, and the Contractor shall additionally give the Owner sufficient advance notice of such interruption as to allow the Owner to adjust operations accordingly. Contractor's failure to give the Owner timely notice of such intentions shall place the responsibility of any resulting delays or additional costs solely with the Contractor.

3.3.5 The Contractor shall be responsible for coordinating all involved trades, including without limitation mechanical and electrical Subcontractors, to ensure the proper timing, sequencing and placement of ducts, piping, lights, conduit, and other items, in order to fit those items within the times and spaces provided."

#### 3.4 LABOR AND MATERIALS

Add the following sentence to the end of Paragraph 3.4.1:

"Work required by the Contract Documents to be performed after working hours or work the Contractor elects to perform after hours shall be completed at no additional cost to the Owner."

In Subparagraph 3.4.2, substitute "Owner" for the first reference to "Architect".

Add the following Subparagraphs 3.4.4 and 3.4.5 to 3.4:

3.4.4 After the Contract has been executed, the Owner and the Architect will consider a formal request for the substitution of products in place of those specified only under the conditions set forth in the Specifications, Division 01, General Requirements, Section 012500, Substitution Procedures."

3.4.5 By making requests for substitutions based on Subparagraph 3.4.4 above, the Contractor:

.1 Represents that the Contractor has personally investigated the proposed substitute product and determined that it is equal or superior in all respects to that specified;

.2 Represents that the Contractor will provide the same warranty for the substitution that the Contractor would for that specified;

.3 Certifies that the cost data presented is complete and includes all related costs under this Contract, except the Architect-Engineer's redesign costs, and waives all claims for additional costs related to the substitution which subsequently become apparent; and

.4 Will coordinate the installation of the accepted substitute, making such changes as may be required for the Work to be complete in all respects."

#### 3.5 WARRANTY

Add the following at the end of Subparagraph 3.5:

3.5.3 The Contractor further warrants that the normal warranties of manufacturers shall fully apply to all materials and equipment and shall inure to and be enforceable by the Owner, which

manufacturer's warranty shall be in addition to, and not in lieu of, any separate warranty or guarantee of the Contractor."

### 3.6 TAXES

Add to Paragraph 3.6, the following subparagraphs 3.6.1 to 3.6.5, inclusive:

3.6.1 Bidders shall be responsible for informing themselves of tax laws, requirements, regulations, and interpretations as they apply to this project.

3.6.2 Unless specified otherwise, the contract sum includes all taxes imposed prior to the date of Bid opening and which are applicable to the work.

3.6.3 Notwithstanding anything in this Agreement to the contrary, the following provisions shall apply to the extent in accordance with applicable laws and regulations: Owner is a tax exempt governmental unit. The Contractor is appointed as Purchasing Agent of the Owner for purposes of carrying out purchases for the Project in accordance with this subparagraph. Materials or labor for the Project shall be purchased as exempt from sales and use taxes in the name of the Owner, and the Contractor shall exclude from its bid and the Contract Price all State of Nebraska, Local Option Sales and Use Taxes, and sales or use taxes of other states or political subdivisions for such purchases, to the extent exempt under applicable law. If any materials or labor are not exempt from such taxes, the Bidder shall include such taxes in its bid.

3.6.4 The General Contractor shall provide a list of subcontractors, sub-sub contractors, and suppliers with their Federal identification numbers to the Owner. The Owner will issue exemption certificates to contractors, subcontractors, sub-subcontractors, and suppliers in order to eliminate tax from the construction materials following award of contract. If material is purchased outside the state of Nebraska, and if the other State or political subdivision of such State requires that the contractors, subcontractors, sub-sub contractors, and suppliers pay sales tax, they are recommended to include this price in their Bid, unless they are able to obtain a sales tax refund from said State or political subdivision.

3.6.5 The Contractor shall know and comply with all governing laws, rules, and regulations affecting the Work. This may include such laws, rules, and regulations as:

- .1 Licensing of Contractors for special requirements, e. g. hazardous waste removal;
- .2 Requirements for special construction permits;
- .3 Exemption from sales and use taxes, if applicable;
- .4 Wage rates and employment requirements when required by law or by Owner;
- .5 Local labor requirements;
- .6 Non-discriminatory hiring practices."

### 3.7 PERMITS, FEES, NOTICES AND COMPLIANCE WITH LAWS

Delete Subparagraph 3.7.1 in its entirety and substitute the following:

3.7.1 Unless provided in the Contract Documents, the Owner shall secure and pay for any applicable building permit, special development, or water resources fees, and any applicable special assessment fees required by the serving utilities companies. The Contractor shall secure and pay for all other applicable permits, fees, licenses, and inspections by governmental agencies necessary for proper execution and completion of the Work that are customarily secured after execution of the Contract and legally required at the time Bids are received or negotiations concluded.”

3.7.3 In Subparagraph 3.7.3, delete “appropriate”, and replace “the costs attributable to correction” with “any cost, expense or liability arising out of or resulting from the same, including, but not limited to, costs of correction.”

3.7.4 In Subparagraph 3.7.4: Substitute “7 business days” for “14 days” in the first sentence.

In the second sentence after “recommend” insert “to the Owner”.

In the third sentence, delete “and Contractor”.

Delete the fourth sentence and insert in lieu thereof:

“The Owner shall determine whether or not conditions differ materially or if adjustment to the Contract, Contract Sum or Contract Time is appropriate.”

3.7.5 First sentence, after the word “Contractor,” delete the phrase “encounters human remains or recognizes the existence of” and insert the phrase “knowingly encounters and recognizes human remains.”

Last sentence, after the word “existence,” add the phrase “or reasonable belief of such existence.”

Add to Paragraph 3.7 the following Subparagraph 3.7.6:

3.7.6 The Contractor is responsible for scheduling inspections required by the Contract Documents and ensuring work is complete for inspections. Any costs associated with re-inspection caused by irregularities, deficiencies, or non-conforming work will be borne by the responsible Contractor including all Architectural and Engineering Services related to evaluation of the problem and development of an acceptable solution.”

### 3.9 SUPERINTENDENT

Add the following after the first sentence of Subparagraph 3.9.1:

“The superintendent shall be satisfactory to the City Engineer of the Owner, and the Contractor shall provide a replacement superintendent satisfactory to such City Engineer if the City Engineer advises Contractor that the performance of any superintendent is unsatisfactory.”

### 3.10 CONTRACTOR'S CONSTRUCTION SCHEDULES

In the first sentence of Subparagraph 3.10.1, substitute “within 14 days” for “promptly.”

Modify the last sentence of Subparagraph 3.10.1 as follows:

After the words "of the Work and Project" insert a comma, followed by the words "or as required by the Owner or Architect".

3.10.2 Last sentence, delete the phrase "the Contractor shall not be entitled" and replace it with "the Contractor, at the election of the Owner, may not be entitled".

3.10.3 In Subparagraph 3.10.3, after "Architect", add a semi-colon, followed by:

"provided, however, that no schedule prepared pursuant to this Article 3.10 shall modify, alter or extend the time for Substantial Completion or Final Completion of the Work without a proper Change Order executed by Owner."

Add to Paragraph 3.10 the following Subparagraph 3.10.4:

"3.10.4 Additional provisions for submittal of the Construction Schedule are included in the Specifications, Section \_\_\_\_\_, Construction Progress Documentation."

### 3.12 SHOP DRAWINGS, PRODUCT DATA AND SAMPLES

Delete Subparagraph 3.12.7 in its entirety and substitute the following:

"3.12.7 The Contractor shall perform no portion of the Work for which the Contract Documents require submittal and review of Shop Drawings, Product Data, Samples or similar submittals until the respective submittal has been reviewed by the Architect, subject to review and approval of Owner's City Engineer."

Delete Subparagraph 3.12.8 in its entirety and substitute the following:

"3.12.8 The Work shall be in accordance with reviewed submittals, except that the Contractor shall not be relieved of responsibility for deviations from requirements of the Contract Documents by the Architect's review or Owner's City Engineer approval of Shop Drawings, Product Data, Samples, or similar submittals, unless the Contractor has specifically informed the Architect and Owner in writing of such deviation at the time of submittal and (1) the Architect has taken appropriate action relative to the specific deviation as a minor change in the work, subject to approval of Owner's City Engineer or (2) a Change Order or Construction Change Directive has been issued and approved by Owner's City Engineer authorizing the deviation. The Contractor shall not be relieved of responsibility for errors or omission in Shop Drawings, Product Data, Samples, or similar submittals by the Architect's review or Owner's City Engineer approval thereof."

Add to Paragraph 3.12 the following Subparagraph 3.12.11:

"3.12.11 Additional provisions for Shop Drawings, Product Data, and Samples are included in the Specifications, Section 013300, Submittal Procedures."

### 3.13 USE OF SITE

Add to Paragraph 3.13 the following subparagraphs 3.13.1 and 3.13.2:

“3.13.1 The Contractor shall not bring or permit any Subcontractor, supplier or anyone else for whom the Contractor is responsible, to bring on the site any asbestos, PCB's, petroleum, hazardous waste, or radioactive materials (except for proper use in performing the Work).

3.13.2 Additional provisions for use of site are included in the Specifications, Section 015000, Temporary Facilities and Controls.”

### 3.14 CUTTING AND PATCHING

Add to Paragraph 3.14 the following Subparagraph 3.14.3:

“3.14.3 Additional provisions for cutting and patching of work are included in the Specifications, Section 017300, Execution.”

### 3.15 CLEANING UP

Add to Paragraph 3.15 the following Subparagraph 3.15.3:

“3.15.3 Additional provisions for cleanup are included in the Specifications, Section 017700, Closeout Procedures.”

### 3.18 INDEMNIFICATION

In the first sentence of 3.18.1, delete “the Owner, Architect, Architect's consultants, and agents and employees of any of them” and replace it with the following: “the Owner and Architect and all consultants, agents, and employees of Owner or Architect, and each of them,”

## ARTICLE 4

### ARCHITECT

#### 4.1 GENERAL

At the end of Subparagraph 4.1.1 add the following:

“The "Architect" is defined in this Contract as the Engineer or Architect lawfully licensed by the State to practice architecture or engineering or an entity, licensed by the State to lawfully practice architecture or engineering identified as such in this Contract and as is referred to throughout the Contract documents as if singular in number. The term "Engineer", "Architect/Engineer", "Engineer/Architect", "Architect's authorized representative", "Engineer's authorized representative", or "Architect/Engineer's authorized representative" shall mean "Architect" as defined in this paragraph.

.1 The Architect/Engineer is:

Name: RDG IA INC DBA RDG PLANNING & DESIGN

Address: 301 GRAND AVE; DES MOINES, IA 50309-1718

Business Telephone No.: (515) 288-3414

Fax No.: (515) 288-8631"

#### 4.2 ADMINISTRATION OF THE CONTRACT

Insert the following after the first sentence of Subparagraph 4.2.1:

"The Architect will advise and consult with the Owner. The primary point of contact of Architect with the Owner will be the Owner's City Engineer."

In the first two sentences of 4.2.4, insert "endeavor to" following "shall" wherever occurring.

In 4.2.5, insert "the Work" following "review".

Modify Subparagraph 4.2.7 as follows:

Delete the words "approve, or" and "other" at the beginning of the first sentence. Also delete the comma following "upon".

Delete the word "approval," after the words "The Architect's..." at the last sentence, and in lieu thereof insert the word "...review...".

### ARTICLE 5

#### SUBCONTRACTORS

#### 5.2 AWARD OF SUBCONTRACTS AND OTHER CONTRACTS FOR PORTIONS OF THE WORK

5.2.1 First sentence, after the word "Contractor" delete the phrase "as soon as practicable after the award of the Contract," and insert the phrase "within ten days after the date of the notice of award of the Contract;".

After the first sentence, add the following sentence:

"A list of Subcontractors shall be submitted in duplicate on AIA Document G705, 2001 Edition."

#### 5.4 CONTINGENT ASSIGNMENT OF SUBCONTRACTS

Subparagraph 5.4.1, delete the last sentence.

Subparagraph 5.4.3, delete the last sentence.

### ARTICLE 6

#### CONSTRUCTION BY OWNER OR BY SEPARATE CONTRACTORS

## 6.1 OWNER'S RIGHT TO PERFORM CONSTRUCTION AND TO AWARD SEPARATE CONTRACTS

Add to Paragraph 6.1 the following Subparagraph 6.1.5:

“6.1.5 Additional provisions for separate contracts are included in the Specifications, Section 011000, Summary.”

## ARTICLE 7

### CHANGES IN THE WORK

#### 7.2 CHANGE ORDERS

Add to Paragraph 7.2 the following Subparagraph 7.2.2:

“7.2.2 The forms used to process a Change Order will include AIA Document G701, Change Order.”

#### 7.3 CONSTRUCTION CHANGE DIRECTIVES

Modify the end of Subparagraph 7.3.2 by deleting the period and adding the following:

"and upon prior written approval of the Owner."

7.3.4 At the end of the first sentence, delete the words "a reasonable amount" and substitute "an allowance for overhead and profit in accordance with Subparagraph 7.3.11."

Modify the end of Clause 7.3.4.5 by deleting the period and add the following

"if any."

Add the following Subparagraph 7.3.11 to Paragraph 7.3:

“7.3.11 In Subparagraph 7.3.4, the allowance for the combined overhead and profit included in the total cost to the Owner shall be based on the following schedule:

- .1 For the Contractor, for Work performed by the Contractor's own forces, 10% of the cost.
- .2 For the Contractor, for Work performed by the Contractor's Subcontractor, 5% of the amount due the Subcontractor.
- .3 For each Subcontractor or Sub-subcontractor involved, for Work performed by that Subcontractor's or Sub-subcontractor's own forces, 10% of the cost.
- .4 For each Subcontractor, for Work performed by the Subcontractor's Sub-subcontractors, 5% of the amount due the Sub-subcontractor.

.5 Cost to which overhead and profit is to be applied shall be determined in accordance with Subparagraphs 7.3.4 and 7.3.8.

.6 In order to facilitate checking of quotations for extras or credits, all proposals, except those so minor that their propriety can be seen by inspection, shall be accompanied by a complete itemization of costs including labor, materials, and subcontracts. Labor and materials shall be itemized in the manner prescribed above. Where major cost items are subcontracts, they shall be itemized also. In no case will a charge in excess of \$1,000.00 be approved without such itemization.”

## ARTICLE 8

### TIME

#### 8.1 DEFINITIONS

Delete Subparagraph 8.1.1 in its entirety and substitute the following:

“8.1.1 Unless otherwise provided, Contract Time is the period of time, including authorized adjustments, allotted in the Contract Documents for Substantial and Final Completion of the Work.”

#### 8.2 PROGRESS AND COMPLETION

Add to Paragraph 8.2 the following Subparagraph 8.2.4:

“8.2.4 The Owner shall have the right, without giving the Contractor the right to any extra compensation, at any time when, in the judgment of the Owner, the Work is not proceeding in accordance with the approved progress schedule, to require the Contractor to take such measures or adopt such methods as may be necessary in the Owner's opinion to obtain and maintain satisfactory progress, but the failure of the Owner to demand that the Contractor adopt such measures shall not relieve the Contractor of his obligation to secure the rate of progress necessary to complete the Work within the time required by the Contract.”

#### 8.3 DELAYS AND EXTENSIONS OF TIME

8.3.1 Delete “(4) by delay authorized by the Owner pending mediation and binding dispute resolution”.

Substitute “Architect and Owner determine” for “Architect determines”.

Delete Subparagraph 8.3.3 in its entirety and substitute the following:

“8.3.3 The Contractor agrees to make no claim for damages for delay in the performance of this Contract occasioned by any act or omission of the Owner [or any of Owner's Representatives] and agrees that any subject claim shall be fully compensated for by only an extension of time to complete the performance of the Work as provided herein.”

Add the following Subparagraph 8.3.4:

“8.3.4 If the Contractor fails to complete the Work within the Contract Time, or any extension thereof pursuant to Subparagraph 8.3.1, said Contract shall, upon five days written notice to the Contractor and Surety, be in default. Notwithstanding anything in the Contract Documents to the contrary, upon a default under this Subparagraph 8.3.4, the Owner may, at its option, permit the Contractor or its Surety to complete the Work under this Contract, or may proceed to terminate this Contract and complete the Work, or have the Work completed by a party other than the Contractor or its Surety, with an appropriate reduction in the Contract Sum for any Work not completed by Contractor and any additional cost of Owner to complete said Work or have it completed by another party. In any such event, the Contractor and its Surety shall be responsible for all costs arising out of or related to Contractor’s failure to complete the Work on time and the completion of the Work. Remedies provided in this 8.3.4 shall be cumulative with any other remedies provided in the Contract Documents or under applicable laws.”

## ARTICLE 9

### PAYMENTS AND COMPLETION

#### 9.1 CONTRACT SUM

Delete Subparagraph 9.1.2.

#### 9.3 APPLICATIONS FOR PAYMENT

Delete Subparagraph 9.3.1 in its entirety and substitute the following:

“9.3.1 At least ten days before the date established for each progress payment, the Contractor shall submit to the Architect an itemized Application for Payment for operations completed in accordance with the schedule of values. Such application shall be notarized, if required, and supported by such data substantiating the Contractor’s right to payment as the Owner or Architect may require, such as copies of requisitions from Subcontractors and material suppliers. If the Contract Documents required the Owner to retain a portion of the payments until some future time, the Applications for Payment shall clearly state the percentage and the amount to be retained. Once the Application is approved by the Architect, the Application For Payment must be submitted for approval to the Owner. The application must be received at the Owner’s office at least ten business days prior to the scheduled meeting for it to be included in that meeting’s scheduled business. The form of Application For Payment shall be AIA Document G702 and AIA Document G703. Notwithstanding anything to the contrary in any of the Contract Documents, 10% of the Contract Sum shall be retained until Final Payment, unless otherwise provided in AIA Document A101.”

9.3.2 Add the following at the end of Subparagraph 9.3.2:

“The Contractor shall take such actions to store, preserve, maintain and protect material and equipment, and the Owner’s title to such material and equipment, whether stored on or off-site, from deterioration, destruction, theft, vandalism and any other damage, loss, or diminution in value, and shall be liable to the Owner for any damage, loss, or diminution in value to such material and equipment prior to Final Completion of the Work.”

9.3.3 Add the following at the beginning of Subparagraph 9.3.3:

“Subject to Contractor’s risk of loss for the Work pursuant to Paragraph 11.2.1, as amended herein,”

Add the following 9.3.3.1:

“9.3.3.1 With each Application for Payment, Contractor shall submit waivers of claims or liens from subcontractors, sub-subcontractors, and/or suppliers for the construction period covered by the previous application, as required by Architect or Owner.”

#### 9.4 CERTIFICATES FOR PAYMENT

#### 9.5 DECISIONS TO WITHHOLD CERTIFICATION

Delete Subparagraph 9.5.4 in its entirety.

#### 9.6 PROGRESS PAYMENTS

Add the following Clause 9.6.1.1 to Paragraph 9.6.1:

“9.6.1.1 After the Architect has issued a Certificate for Payment and released it to the Owner, the Owner shall approve payment with Contractor to receive payment by the last day of the following month, unless otherwise stated in the Agreement.”

Delete the introductory phrase and comma before “the Contractor” in the first sentence of 9.6.8.

Add the following Subparagraph 9.6.9 to Paragraph 9.6:

“9.6.9 Payment to the Contractor will be made by the Owner from cash on hand from such sources as may be legally available.”

#### 9.7 FAILURE OF PAYMENT

Delete “or awarded by binding dispute resolution”.

#### 9.8 SUBSTANTIAL COMPLETION

Modify the end of Subparagraph 9.8.1 by deleting the period and adding the following

”, subject only to completion of minor punch list items, the absence of completion of which does not interfere with the Owner’s intended use of the Project. Notwithstanding anything in the Contract Documents to the contrary, Substantial Completion shall be determined with respect to and shall not be certified before Substantial Completion of the entire Work, subject to any partial completion specified in AIA Document A101. By way of specification and not limitation of the foregoing, Substantial Completion shall not be determined or certified with respect to any particular task, component, or portion of the Work before Substantial Completion of the entire Work, unless otherwise expressly provided in AIA Document A101.”

Delete the last sentence of Subparagraph 9.8.4 and replace it in its entirety with the following:

“Warranties required by the Contract Documents shall commence on the date of Substantial Completion with respect to the Work that has been completed as of that date, unless a later date of commencement is provided in the Certificate of Substantial Completion or any special warranty, or otherwise required by any Contract Documents. Warranties with respect to Punch List items or any other Work completed after the date of Substantial Completion shall commence when the Work has been completed.”

Delete the second and third sentences of Subparagraph 9.8.5 and substitute the following in place thereof:

“Upon such acceptance and consent of surety, if any, the Owner shall make payment for the Work Substantially Completed, less retainage of 10%, and further reduced for any liquidated damages, incomplete Work or Work that is not in accordance with the Contract Documents.”

Add to Paragraph 9.8 the following Subparagraphs 9.8.6 and 9.8.7:

9.8.6 The Contractor shall reimburse the Owner for the Architect's additional services made necessary by the Contractor's failure to complete the Work in accordance with the schedule for Substantial Completion or Final Completion. If the Contract Documents do not specify a date for Final Completion, such date shall be 60 days after the date specified in the Contract Documents for Project Substantial Completion. The provisions of Paragraph 8.3, Delays and Extension of Time, shall apply to this Subparagraph.

9.8.7 Substantial Completion shall not in any event be granted, warranties provided under Subparagraph 9.8.4 shall not begin, nor shall preparation of a Punch List commence, before testing of any mechanical or electrical system, or any other system, of the Work under normal operating conditions has been completed, and the same is operating to the satisfaction of Architect and Owner.”

## 9.10 FINAL COMPLETION AND FINAL PAYMENT

Add the following at the end of Subparagraph 9.10.1:

“Notwithstanding anything in the Contract Documents to the contrary, final completion shall not be certified nor final payment made until the Contract has been fully performed, including, but not limited to, final testing and the training of Owner's employees in the use of all materials, equipment and systems furnished under the Contract, Contractor's submission of the items listed below, and completion of such other items required by any Contract Documents, Owner or Architect in form and content to the satisfaction of Owner and Architect:

- .1 Consent of Surety;
- .2 Contractor's Affidavit of Payment of Debts and Claims;
- .3 Certification of Unemployment Compensation Contributions;
- .4 Contractor's Affidavit of Release of Liens;
- .5 Individual Releases of Waiver of Liens from Subcontractors;
- .6 Special Warranties on the Work or any component or portion thereof;

.7 Certificates or receipts, if any, for inspecting or testing the Work or any part thereof;

.8 Any operation, maintenance, instruction or parts list, information or manual, or other data or information regarding the Work or any component or portion thereof.”

In Subparagraph 9.10.2(1), delete the phrase beginning with “a certificate” and replace it with the following:

“(2) a certificate evidencing that insurance required by the Contract Documents to remain in force after final payment is currently in effect and will not be canceled or allowed to expire until at least 30 days' prior written notice has been given to the Owner.”

Add the following Subparagraph 9.10.6 to Paragraph 9.10:

“9.10.6 Final payment will be made not earlier than 31 days following approval by the Mayor and City Council, receipt of all Lien Waivers and Sales Tax information, and required closeout documents.”

Add the following Paragraph 9.11 to Article 9:

#### “9.11 LIQUIDATED DAMAGES

9.11.1 Time limits stated in the Contract Documents for Substantial Completion and Final Completion of the Work (“Contract Time”) are the essence of the Contract. By executing the Contract, the Contractor confirms that the periods for completion of the Work stated in the Contract are reasonable and acknowledges that the Owner will incur substantial damages if the Work is not completed in accordance with the Contract Time. The Contractor further agrees that the amount of damages which the Owner might reasonably anticipate upon the Contractor's failure to complete the Work on or before all or any of the dates stated in the Contract Time will be difficult to ascertain because of indefiniteness or uncertainty. Consequently, the Contractor agrees that there shall be liquidated damages in the event that the Work is not complete on or before the dates stated in the Contract Time as follows:

9.11.1.1 The Contractor and the Contractor's surety shall be liable for and pay the Owner the sums hereinafter stipulated as liquidated damages for each calendar day that the Fire Lane and Bioretention Basins portion of the Work remain incomplete after the date established for substantial completion of said portions of the Work, including any extension allowed in accordance with the Contract Documents:

Two Hundred Fifty dollars (\$250.00),

which sum is agreed upon as a reasonable and proper measure of damages which the Owner will sustain per day by failure of the Contractor to complete Fire Lane and Bioretention Basins portion of the Work within the time stipulated; it being recognized by the Owner and the Contractor that the injury to the Owner which could result from a failure of the Contractor to complete such Work on schedule is uncertain and cannot be construed as a penalty on the Contractor. The date for substantial completion of the Fire Lane and Bioretention Basins portion of the Work is \_\_\_\_\_, \_\_\_\_\_. The damages shall accrue for each and every calendar day after \_\_\_\_\_, \_\_\_\_\_ until substantial completion of such Work is achieved, subject to any extensions in accordance with the Contract Documents.,

9.11.1.2 Subject to earlier substantial completion required for portions of the Work described in 9.11.1.1, the Contractor and the Contractor's surety shall be liable for and pay the Owner the sums hereinafter stipulated as liquidated damages for each calendar day that the Work, exclusive of Dormant Seeding, remains incomplete after the date established for substantial completion of the Work, exclusive of Dormant Seeding and subject to any extensions allowed in accordance with the Contract Documents:

Five Hundred dollars (\$500.00),

which sum is agreed upon as a reasonable and proper measure of damages which the Owner will sustain per day by failure of the Contractor to complete the Work, exclusive of Dormant Seeding, within the time stipulated; it being recognized by the Owner and the Contractor that the injury to the Owner which could result from a failure of the Contractor to complete such Work on schedule is uncertain and cannot be construed as a penalty on the Contractor. Subject to earlier substantial completion dates of portions of the Work described in 9.11.1.1, the date for substantial completion of the Work, \_\_\_\_\_, \_\_\_\_\_. The damages shall accrue for each and every calendar day after \_\_\_\_\_, \_\_\_\_ until Substantial Completion of such Work is achieved, subject to any extensions in accordance with the Contract Documents .

9.11.1.3 The Contractor agrees that the amounts stated herein constitute reasonable estimates of the damages which would probably be caused by a breach of the Contract Time and are reasonably proportionate to the damages anticipated from such a breach. The Owner may at its election offset any amounts arising hereunder against and reduce the Contract Sum. The damages stated herein shall be in addition to any other right for remedy which the Owner has in law or equity for Contractor's failure to complete the Work by the Contract Time.

9.11.1.4 Final payment shall be subject to final completion of all Work in accordance with the Contract Documents, including, without limitation, Dormant Seeding."

## ARTICLE 10

### PROTECTION OF PERSONS AND PROPERTY

#### 10.2 SAFETY OF PERSONS AND PROPERTY

Add to Subparagraph 10.2.4 the following clause 10.2.4.1:

"10.2.4.1 When use or storage of explosives or other hazardous materials or equipment or unusual methods are necessary, the Contractor shall give the Owner reasonable advance notice."

#### 10.3 HAZARDOUS MATERIALS

Add the following clause 10.3.1.1 to 10.3.1:

"10.3.1.1 On construction projects involving additions or modifications to existing building, the Owner shall provide the Contractor with a copy of the Asbestos Management Plan for the individual building."

In the fifth sentence of Subparagraph 10.3.2, delete "When" and substitute in its place the following:

“If the absence of the material or substance is verified, Work shall immediately resume without adjustment to the Contract Time or Contract Sum. If the presence of the material or substance is verified, Owner shall have the option to terminate the Contract (pursuant to Article 14) entirely or with respect to that portion of the Work involving the affected area, or to render the material or substance harmless. In the latter case, when”

Delete Subparagraph 10.3.3 in its entirety.

Add the following sentence to the end of Subparagraph 10.3.4:

“Unless required by the Contract Documents, the Contractor shall not be required to perform without its consent any Work relating to a hazardous material or substance, provided that such Contractor consent shall not be unreasonably withheld.”

Add the following Clause 10.3.4.1 to 10.3.4:

“10.3.4.1 No product containing asbestos or Polychlorinated Biphenyl (PCB) shall be incorporated into the Work.”

Delete Subparagraph 10.3.6.

## ARTICLE 11

### INSURANCE AND BONDS

#### 11.1 CONTRACTOR'S INSURANCE AND BONDS

In Subparagraph 11.1.1, delete in the first sentence “the Agreement” and replace it with “these Supplementary Conditions”. At the end of the second sentence, add “and satisfactory to the City Engineer of Owner.”

Add the following at the end of Subparagraph 11.1.1:

“11.1.1.1 Insurance required by 11.1.1 shall be written for not less than the limits of liability specified herein or required by law, whichever is greater; provided, however, by requiring insurance, Owner does not represent that the coverage and limits required will necessarily be adequate to protect the Contractor's interest in the Work. Coverage shall be maintained without interruption from the date of commencement of the Work until the date of final payment and termination of any coverage required to be maintained after final payment, and, with respect to the Contractor's completed operations coverage, until the expiration of the period for correction of Work or for such other period for maintenance of completed operations coverage as specified in the Contract Documents. Such coverage and limits shall not be deemed or construed to be any limitation on the Contractor's liabilities or under any indemnification obligations provided to Owner under this Contract.

11.1.1.2 The insurance required by 11.1.1 shall be as follows:

I. The Contractor shall be required to maintain in continuous effect insurance written for not less than the following amounts or the amounts required by law, whichever is greater:

A. Workers' Compensation

Statutory coverage for the state where the work is being performed. Employers' Liability Insurance with minimum limits shown below:

Bodily injury by accident	\$500,000 each accident
Bodily injury by disease	\$500,000 each accident
Bodily injury by disease	\$500,000 policy limit

USL&H and/or Jones Act coverage shall be provided where applicable.

B. Commercial General Liability Insurance

Commercial General Liability Insurance which shall be no less comprehensive and no more restrictive than coverage provided by a standard form Commercial General Liability Policy (ISO CG0001) with minimum limits shown below covering bodily injury, property damage including loss of use and personal and advertising injury.

General Aggregate Limit	\$5,000,000
Products Completed Operations Aggregate Limit	\$2,000,000
Personal and Advertising Injury per person Limit	\$2,000,000 per person
Each Occurrence Limit	\$5,000,000
Fire Damage Limit (any one fire)	\$50,000
Medical Damage Limit (any one person)	\$5,000

This insurance must include the following features:

1. Coverage shall be on an occurrence form and not claims made.
2. Coverage for all premises and operations.
3. The General Aggregate limit shall apply on a Per Project basis.
4. Operations by independent contractors.
5. If work to be performed by Contractor includes construction or demolition operations within 50 feet of any railroad property and affecting any railroad bridge or trestle, tracks, road beds, tunnel, underpass, or crossing, then such policy will include coverage for work done within 50 feet of a railroad right of way.
6. Policy shall not exclude coverage for XCU (explosion, collapse, underground)

7. Policy shall not contain a total or absolute pollution exclusion. Coverage shall be provided for pollution exposures arising from products and completed operations. (As per standard CG0001 Pollution Exclusion or equivalent.)
8. Products and completed operations shall be maintained for duration of Work, and shall be further maintained for a minimum period of three years after final acceptance and payment, unless modified in the Special Provisions.
9. Employment exclusion shall be deleted.
10. Broad form property damage coverage.
11. Contractual liability coverage shall be included and shall not be amended by any limiting endorsements. Defense costs shall be in addition to policy limits.
12. Completed Operations shall provide coverage for work performed by subcontractors.
13. If applicable, coverage for EIFS-related work shall be included.

C. Comprehensive Commercial Auto Liability Insurance

Comprehensive commercial auto liability insurance which shall be at least as broad as and no less restrictive than ISO form CA 0001, covering all owned, non-owned, hired, and/or leased vehicles with a minimum limit for bodily injury of \$2,000,000 per person and \$5,000,000 per occurrence and property damage of \$2,000,000 per occurrence. Insurance must include contractual liability coverage. If applicable, policy shall provide auto cargo pollution endorsement (ISO CA 99 48, or equivalent). If work to be performed by Contractor includes construction or demolition operations within 50 feet of any railroad property and/or affecting any railroad bridge or trestle, tracks, road beds, tunnel, underpass, or crossing, then such policy will include coverage for work done within 50 feet of a railroad right-of-way.

D. Umbrella/Excess Insurance

Policy shall provide liability coverage in excess of the specified Employer's Liability, Commercial General Liability, and Commercial Auto Liability with limits of at least \$5,000,000 per occurrence and aggregate.

II. The Contractor's Insurance shall contain a Non-Waiver of Government Immunity Endorsement.

III. Certificates of insurance acceptable to the Owner, and executed by a licensed representative of the participating insurer, shall be filed with the Owner and Architect prior to commencement of the Work and thereafter upon renewal or replacement of each required policy of insurance. If required by Owner, copies of endorsement and/or policies shall be provided. Contractor shall notify Owner within three business days of learning of any cancellation, non-renewal, reduction of limits, or material modification of any policies of insurance required by this agreement; the occurrence of any of which shall (i) require the prior written approval of Owner or (ii) Contractor obtaining and providing Owner certificates of additional or replacement insurance that is satisfactory to Owner and effective no later than the effective date of such cancellation, non-renewal, reduction of limits, or material modification. Contractor shall cause all policies of insurance to be endorsed to provide Owner 30 days' notice prior to cancellation (ten days for non-

payment of premium). Contractor shall obtain and provide Owner certificates of additional or replacement insurance that is satisfactory to Owner and effective no later than the effective date of such cancellation. An additional certificate evidencing continuation of liability coverage, including coverage for completed operations, shall be submitted with the final Application for Payment as required by Section 9.10.2 and thereafter upon renewal or replacement of such coverage until the expiration of the time required by this Section 11.1.1. Failure of Owner to demand such certificate(s) or other evidence of full compliance with these insurance requirements or failure of Owner to identify any deficiency from evidence provided by Contractor shall not be construed as a waiver of Contractor's obligation to maintain such insurance.

IV. The Contractor shall cause the commercial general liability and umbrella policies required by the Contract Documents to include on a primary and non-contributory basis (1) the Owner as additional insured for claims caused in whole or in part by the Contractor's negligent acts or omissions during the Contractor's operations; (2) the Owner as additional insured for Completed Operations for three years following substantial completion for claims caused in whole or in part by the Contractor's negligent acts or omissions; (3) the Architect and Architect's Consultants as additional insured using ISO Form CG 2032 0704 or equivalent; (4) other parties as identified by Owner through special supplemental conditions.

V. All liability policies that include the Owner as an additional insured shall include a Governmental Immunities Endorsement, which endorsement shall include the following provisions:

1. Non-Waiver of Government Immunity: The insurance carrier expressly agrees and states that the purchase of this policy and including the Owner as an Additional Insured does not waive any of the defenses of governmental immunity available to the Owner under applicable law as it now exists and as it may be amended from time to time.

VI. Contractor waives all rights of subrogation against Owner, Architect, and Architect's Consultants and shall cause its insurers for Commercial General Liability, Workers Compensation, Auto Liability, and Umbrella Liability to endorse said policies to waive all rights of subrogation against Owner, Architect, and Architect's Consultants with respect to losses arising out of or in connection with the Work.

VII. Contractor shall require all subcontractors to comply with the terms and conditions set forth within Section 11.1."

Delete Subparagraphs 11.1.2, 11.1.3, and 11.1.4, and replace them with the following:

11.1.2 The Contractor shall furnish in duplicate a Performance Bond for the faithful performance of the Contract in the amount of the Contract Sum and a Payment Bond for payment of all obligations owing under the Contract in the amount of the Contract Sum, written by a surety licensed to do business in the State of Nebraska and acceptable to the Owner. The forms of the Performance Bond and Payment Bond shall be AIA Document No. A312, or such other forms specified by the Architect and satisfactory to the Owner, with the following modifications:

Add an endorsement to the Performance Bond and to the Payment Bond thereto stating:

"Notwithstanding any other provision in this bond to the contrary, the period of time for instituting suit hereunder shall be the maximum time allowed under Nebraska Law for the institution of suit on written bonds."

Also add an endorsement to the Payment Bond stating:

"This bond is intended to comply with the provisions of Sections 52-118 through 52-118.02 inclusive of the Revised Statutes of Nebraska, as amended from time to time, and in the event the bond does not meet the requirements of, or is contrary to, said Statutes, then in such event the bond shall be deemed amended so as to comply therewith."

Such bonds shall be a condition of this Contract. Contractor shall deliver the required bonds to the Owner.

11.1.2.1 The Contractor shall deliver the required bonds to the Owner not later than delivery of this Contract as executed by Contractor, unless Owner allows additional time.

11.1.2.2 The Contractor shall require the attorney-in-fact who executes the required bonds on behalf of the surety to affix thereto a certified and current copy of the power of attorney.

11.1.2.3 If at any time a surety on any such Bond is declared bankrupt or loses its right to do business in Nebraska, Contractor shall immediately notify Owner of the same in writing and obtain and provide to Owner a replacement Bond (or bonds) in form, content, and surety satisfactory to the Owner. No further payment of Contract Sum shall be due or made under this Contract until an acceptable replacement Bond is provided to Owner. The premiums for all bonds provided under this paragraph 11.1.2, including, but not limited to, any substitute or replacement bonds, shall be paid by Contractor.

11.1.2.4 Upon the request of any person or entity appearing to be a potential beneficiary of bonds covering payment of obligations arising under the Contract, the Contractor shall promptly furnish a copy of the bonds or shall authorize a copy to be furnished.

11.1.3. The Contractor also shall purchase and maintain, in a company or companies lawfully authorized to do business in the jurisdiction in which the Project is located, property insurance written on a builder's risk "all-risk" or equivalent policy form in the amount of the initial Contract Sum, plus value of subsequent Contract Modifications and cost of materials supplied or installed by others, comprising total value for the entire Project at the site on a replacement cost basis without optional deductibles. Such property insurance shall be maintained, unless otherwise provided in the Contract Documents or otherwise agreed in writing by all persons and entities who are beneficiaries of such insurance, until final payment has been made as provided in Section 9.10 or until no person or entity other than the Owner has an insurable interest in the property required by this Section 11.1.3 to be covered, whichever is later. This insurance shall include as named insureds the Owner, the Contractor, and all tiers of Subcontractors. The form of policy for this coverage shall be Completed Value.

11.1.3.1 The Owner will not carry Builder's Risk or other property insurance on the Work, or any part thereof. Notwithstanding anything in this Contract to the contrary, the Contractor shall bear the risk of loss of the Work until Final Acceptance of the Work and shall fully insure its interests in the Work accordingly, and name Owner as an additional insured. Property insurance shall be on an "all-risk" or equivalent policy form and shall include, without limitation, insurance against the perils of fire (with extended coverage) and physical loss or damage including, without duplication of coverage, theft,

vandalism, malicious mischief, collapse, earthquake, flood, windstorm, falsework, testing and startup, temporary buildings and debris removal including demolition occasioned by enforcement of any applicable legal requirements, and shall cover reasonable compensation for Architect's and Contractor's services and expenses required as a result of such insured loss.

11.1.3.2 If the Contractor fails to purchase such property insurance required by the Contract, the Owner shall have the right, but not the duty, to purchase property insurance and the cost thereof will be charged and at Owner's option withheld from any amount owing to the Contractor. If the Owner is damaged in any way by the failure or neglect of the Contractor to purchase or maintain insurance as described above then the Contractor shall bear all costs and expenses arising out of or resulting from such failure or neglect.

11.1.3.3 If the property insurance requires deductibles, the Contractor shall pay such deductibles and costs not covered because of such deductibles.

11.1.3.4 This property insurance shall cover portions of the Work stored off the site, and also portions of the Work in transit. The Contractor shall purchase and maintain mechanical breakdown coverage in association with the property insurance as required by 11.1.3 which shall specifically cover such insured objects during installation and until final acceptance by the Owner, and Owner shall be named as an additional insured

11.1.3.5 The property insurance provided by Contractor pursuant to 11.1.3 shall be endorsed to allow for partial occupancy or use in accordance with Section 9.9, evidence of which shall be provided with other evidence of coverages.

11.1.4 LOSS OF USE INSURANCE, The Owner, at the Owner's option, may require through special supplemental conditions, the Contractor to purchase and maintain such additional insurance as will insure the Owner against loss of use of the Owner's property, or inability of the Owner to conduct normal operations, due to fire or other hazards included in, or required to be included in, property insurance in accordance with section 11.1.

11.1.5 If the Owner requests in writing that insurance of risks other than those described in this 11.1 or other special causes of loss be included in the property insurance policy, the Contractor shall, if possible, include such insurance, and the costs thereof shall be charged to the Contractor by appropriate Change Order.”

Delete Paragraph 11.2 and Subparagraphs 11.2.1, 11.2.2, and 11.2.3, and replace them with the following:

“11.2 The Owner shall be responsible for purchasing and maintaining the Owner's usual insurance.”

Delete Paragraphs 11.3 and Subparagraphs 11.3.1 and 11.3.2 and replace them with the following:

“11.3.1 The Contractor waives all rights against the Architect or Owner, or Architect's or Owner's consultants, separate contractors, if any, and any of their respective subcontractors, sub-subcontractors, agents, or employees for damages caused by fire or other causes of loss to the extent covered by property or casualty insurance maintained by Contractor, Architect, or Owner, except such rights as they have to proceeds of such insurance. Contractor policies shall provide for such waivers of subrogation by endorsement or otherwise. Such waiver of subrogation shall

be effective as to a person or entity even though that person or entity would otherwise have a duty of indemnification, contractual or otherwise, did not pay the insurance premium directly or indirectly, and whether or not the person or entity had an insurable interest in the property damaged. Contractor shall require a similar waiver of all Subcontractors and Sub-subcontractors performing any of the Work.

11.3.2 If during the Project construction period the Owner insures properties, real or personal or both, at or adjacent to the site by property insurance under policies separate from those insuring the Project, or if after final payment property insurance is to be provided on the completed Project through a policy or policies other than those insuring the Project during the construction period, the Owner shall waive all rights for damages caused by fire or other causes of loss covered by this separate property insurance, if the applicable policy or policies provide this waiver of subrogation by endorsement or otherwise.”

Delete Paragraphs 11.4, and 11.5, and Subparagraphs 11.5.1, and 11.5.2.

## ARTICLE 12

### CORRECTION OF WORK

#### 12.1 UNCOVERING AND CORRECTION OF WORK

In the third sentence of Subparagraph 12.1.2 replace “correction” with “correction and recovering.”

#### 12.2 CORRECTION OF WORK

In Clause 12.2.2.1, replace “one year” with “two years” wherever found.

In Clause 12.2.2.1, Delete the third sentence in its entirety.

In Clause 12.2.2.2, delete “one-year”.

In clauses 12.2.2.3 and 12.2.5, delete all references to “one-year”.

## ARTICLE 13

### MISCELLANEOUS PROVISIONS

#### 13.1 GOVERNING LAW

Delete Paragraph 13.1 and substitute the following:

“13.1 The Contract shall be governed by the laws of the State of Nebraska.”

#### 13.2 SUCCESSORS AND ASSIGNS

In Subparagraph 13.2.1, insert “or in part” following “as a whole”.

#### 13.4 TESTS AND INSPECTIONS

In Subparagraph 13.4.1, delete the last two sentences and substitute the following for them:

“Tests shall meet the requirements of the Contract Documents and all costs of tests shall be paid by the Contractor.”

Add the following Subparagraph 13.4.7:

“13.4.7 The Contractor shall provide the Owner and Architect, or any Federal, State, county, municipal, or local authority or agency specified by the Owner, or any representative or agent of any of them, access to, or observation, inspection or testing of the Work or any materials, payrolls, records, invoices, other data, records or information related to the Work or this Contract.”

#### 13.5 INTEREST

Delete Paragraph 13.5 and substitute the following:

“13.5 Payments due and unpaid under the Contract Documents shall bear interest from the date the payment is due and shall bear interest at the rate of 5% per annum.”

Add Paragraph 13.6 as follow:

#### “13.6 CONFORMANCE WITH LAWS

The Contractor and all subcontractors of Contractor shall fully comply with all applicable Federal, State, and local laws, rules, regulations, ordinances, policies, and procedures, including without limitation the following subparagraphs, and the failure of which shall constitute a material breach of this Contract which may result in termination of the Contract or subcontract or any other remedy deemed appropriate by Owner:

##### 13.6.1 Nondiscrimination and Equal Opportunity

The Contractor shall ensure compliance with all applicable provisions of Title VI of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987, Vietnam Era Veterans' Readjustment Assistance Act of 1974, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990, and other applicable federal laws, and all applicable regulations or other guidance promulgated thereunder. The Contractor in employment and in connection with its performance of the Work or its other programs or activities shall not discriminate against any employee or applicant because of race, color, religion, sex, national origin, ancestry, age, marital status, disability, physical or mental handicap, or protected veteran status. In accordance with applicable laws, regulations, and other guidance, including Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d to 2000d-4, the parties agree, and any invitation to bid any part of the Work shall provide, that minority business enterprises will be afforded full opportunity to submit bids in response to any invitation to bid for the Work and will not be discriminated against on the grounds of race, color, national origin, sex, age, disability or handicap in consideration of such award or otherwise. Pursuant to Neb. Rev. Stat. Section 48-1222, the Contractor and its subcontractors shall not discriminate against any employee or applicant for employment, to be employed in the performance of the Contract, with respect to the employee's or applicant's hire, tenure, terms, conditions, or privileges of employment, because of the employee's or applicant's race, color, religion, sex, disability, or national origin.

#### 13.6.2 Occupational Safety and Health Act of 1970

Contractors shall comply with all requirements of the Occupational Safety and Health Act of 1970.

#### 13.6.3 Nebraska Fair Labor Standards

Contractor shall comply with fair labor standards in the pursuit of its business and in the execution of the Contract awarded to him by Owner as required by Section 73-101 through 73-104 R.R.S. Nebr. 1943, as amended from time to time, and shall pay a scale of wages and make such reports as thereby required.

#### 13.6.4 Nebraska Employment Security Law

Pursuant to Neb. Rev. Stat. Section 48-657(2), as amended from time to time, the Contractor and any subcontractor under it shall pay to the Unemployment Compensation Fund of the State of Nebraska and the State Unemployment Insurance Trust Fund unemployment combined tax and interest due under the Employment Security Law on wages paid to individuals employed in the performance of the Contract of which these conditions are a part; and before final payment shall be made of the final 3% of this Contract, the Contractor shall secure and file with the Owner, and cause any subcontractor under it to secure and file with the Owner, a written clearance from the State Commissioner of Labor of Nebraska, as required by Section 48-657(4), certifying that all payments then due of combined tax or interest which may have arisen under this Contract have been made by the Contractor or its subcontractor to the Unemployment Compensation Fund.

#### 13.6.5 VERIFICATION OF IMMIGRATION STATUS

The Contractor agrees to use the federal immigration verification system to determine the work eligibility status of new employees physically performing services on the Project within the State of Nebraska. The federal immigration verification system means the electronic verification of the work authorization program authorized by the Illegal Immigration Reform and Immigrant Responsibility Act of 1996, 8 U.S.C. 1324a, known as the E-Verify Program, or an equivalent federal program designated by the United States Department of Homeland Security or other federal agency authorized to verify the work eligibility status of a newly hired employee. This requirement applies to all Subcontractors of the Contractor. The Contractor shall, by written agreement, require compliance with the federal immigration verification system by all Subcontractors. If the Contractor is an individual or sole proprietorship, the following applies:

.1 The Contractor must complete the United States Citizenship Attestation Form, available on the Department of Administrative Services website at [www.das.state.ne.us](http://www.das.state.ne.us).

.2 If the Contractor indicates on such attestation form that he or she is a qualified alien, the Contractor agrees to provide the U.S. Citizenship and Immigration Services documentation required to verify the Contractor's lawful presence in the United States using the Systematic Alien Verification for Entitlements (SAVE) Program.

.3 The Contractor understands and agrees that lawful presence in the United States is required and the Contractor may be disqualified or the contract terminated if such lawful presence cannot be verified as required by Neb. Rev. Stat. §4-108.

The Contractor shall require similar clauses to those in Section 13.8 above in all of its subcontracts for service or materials.”

### 13.7 OTHER

Add “13.7 OTHER” as follows:

#### “13.7.1 Product Certification.”

Each supplier of material incorporated into this project shall provide to the Owner through the Contractor Material Safety Data Sheets, and a certification statement from the manufacturer of each material, that the material does not contain asbestos materials. These Material Safety Data Sheets and certifications must be submitted to the Owner prior to final closeout on the project.

#### 13.7.2 Start of Construction

The Contractor shall not begin construction of the project until both the Owner and the Contractor have signed the Contract for Construction. The Contract for Construction will be AIA Document A101-2017, Standard Form of Agreement Between Owner and Contractor.

#### 13.7.3 Record Retention

The Contractor shall retain records for the minimum period required by applicable law, and in any event for not less than three years after final payment is made under the Contract. If an audit, litigation, or other action involving the records is started before the end of the period determined in accordance with this Subparagraph, the records must be retained until all issues arising out of the action are resolved, or until the end of the minimum document retention period, whichever is later.

#### 13.7.4 Compliance with Owner’s Directives

Contractor shall comply, and shall cause Contractor’s employees, agents, and subcontractors to comply, with all health and safety directives issued by Owner while present at the project site.”

## ARTICLE 14

### TERMINATION OR SUSPENSION OF THE CONTRACT

#### 14.1 TERMINATION BY THE CONTRACTOR

In Subparagraph 14.1.1, the numeral “30” shall be changed to “60.” Also, delete Subparagraph 14.1.1.4.

#### 14.2 TERMINATION BY THE OWNER FOR CAUSE

In Subparagraph 14.2.4, delete the last sentence and replace it in its entirety with the following:

“The amount to be paid to the Contractor or to the Owner, as the case may be, shall be certified by the Initial Decision Maker, and Contractor’s surety, if any, shall be liable with Contractor for payment of any sums due to the Owner by reason thereof, and this obligation for payment shall survive termination of this Contract.”

#### 14.4 TERMINATION BY THE OWNER FOR CONVENIENCE

In Subparagraph 14.4.3, insert “reasonable” before “costs” and delete “and the termination fee, if any, set forth in the Agreement”.

Add Subparagraph 14.4.4 as follows:

“14.4.4 In the event that a court of competent jurisdiction determines that termination of Contractor pursuant to Paragraph 14.2 does not satisfy one or more of the reasons set forth in Subparagraph 14.2.1, then such termination shall be deemed a termination for convenience pursuant to Paragraph 14.4, and the amount due and owing Contractor, if any, shall be determined pursuant to Subparagraph 14.4.3.”

### ARTICLE 15

#### CLAIMS AND DISPUTES

##### 15.1 CLAIMS

In the first sentence of 15.1.2:

- i. Delete “in accordance with the requirements of the binding dispute resolution method selected in the Agreement and”, and
- ii. Insert a comma after “Work”, followed by “except for any Claims or causes of action that are not time-barred by the longest applicable limitations period”.

Delete Subparagraph 15.1.7, and replace it in its entirety with the following:

##### “15.1.7 Waiver of Claims for Consequential Damages

The Contractor waives Claims against the Owner for consequential damages, including, but not limited to, damages incurred for principal office expenses (including the compensation of personnel stationed there), for losses of financing, business or reputation, or for loss of profit except profit arising directly from the Work.”

##### 15.2 INITIAL DECISION

Delete the third and fourth sentences of 15.2.1 and replace them with the following: “Except for those Claims excluded by this Section 15.2.1, an initial decision shall be required as a condition precedent to litigation of any Claim. If an initial decision has not been rendered within 30 days after the Claim has been referred to the Initial Decision Maker, the party asserting the Claim may proceed with the Claim in litigation or as otherwise desired”.

Delete Subparagraph 15.2.2 and replace it in its entirety with the following:

“15.2.2 The Initial Decision Maker will review all Claims referred and within ten days of the receipt of the Claim take one or more of the following actions: (1) request additional supporting data from the claimant or a response with supporting data from the other party, (2) recommend rejecting the Claim in whole or in part, (3) recommend approval of the Claim in whole or in part,

(4) recommend a compromise, or (5) advise the parties that the Initial Decision Maker is unable to make a recommendation if the Initial Decision Maker lacks sufficient information to evaluate the merits of the Claim or if the Initial Decision Maker concludes that, in the Initial Decision Maker's sole discretion, it would be inappropriate for the Initial Decision Maker to make a recommendation. Each of the foregoing enumerated items shall be a 'decision' for purposes of Subparagraph 15.2.1."

Delete 15.2.3 in its entirety.

In Subparagraph 15.2.4, delete the last sentence and replace it in its entirety with the following:

"Upon receipt of the response or supporting data, if any, the Initial Decision Maker will take one of the actions described in Subparagraph 15.2.2. Nothing in this Subparagraph 15.2.4 shall extend the period provided for an initial decision as set forth in Subparagraph 15.2.2."

Delete Subparagraph 15.2.5 and replace it in its entirety with the following:

"15.2.5 The Initial Decision Maker will render an initial decision with respect to a Claim in writing to the parties, which shall state the reasons therefor and which shall notify the parties of any recommended change in the Contract Sum or Contract Time or both. The initial decision shall be subject to each party having the right to have such Claim or any other matter arising under this Contract decided by a court of competent jurisdiction at any time before, during or after the process set forth in this Paragraph 15.2. Upon expiration of the longest limitations period for filing a lawsuit with respect to a Claim has expired, any initial decision pursuant to Paragraph 15.2 shall become final and binding on the parties."

Delete Subparagraph 15.2.6 and Clause 15.2.6.1.

### 15.3 MEDIATION

Delete Paragraph 15.3 and subparagraphs 15.3.1 through 15.3.4, inclusive.

### 15.4 ARBITRATION

Delete Paragraph 15.4 and subparagraphs 15.4.1, 15.4.1.1, 15.4.2, 15.4.3, 15.4.4, 15.4.4.1, 15.4.4.2, and 15.4.4.3 in their entirety and add the following Subparagraph 15.3.

"15.3 Notwithstanding any other provisions in these Supplementary Conditions, the General Conditions, or any other Contract Documents to the contrary, no claim, dispute, or other matter coming into question shall be subject to arbitration, mediation, or binding dispute resolution."

END OF DOCUMENT



January 23, 2019

Exhibit A

Rita M. Ramirez  
Assistant City Administrator/  
Director of Community Services  
City of La Vista  
8116 Park View Blvd.  
La Vista, NE 68128-2198

**RE: La Vista Placemaking and Landscape Design Services**  
RDG Project No. R3003.066.00

Rita:

RDG Planning & Design is pleased to provide you with the following proposal for professional design services for the Civic spaces within the La Vista City Centre Development site and its connections to Civic Center Park and the Kelly McMahon Fields site west of 84<sup>th</sup> Street. A boundary for these anticipated work areas (Phase One [Interface of City Centre Development and Civic Center Park around the proposed Music Venue] and Phase Two [City Centre Outlots B and C, and the Kelly Field and La Vista Pool Sites]) can be found at the end of this exhibit. We are approaching this work by focusing on Phase One and Phase Two somewhat separately, although the same tasks generally apply to both.

For this work, we are excited to team with the following consultants:

- TD2 Engineering – Civil and Structural Engineering Consultation
- Alvine Engineering – MEP Engineering Consultation
- Vic Gutman & Associates – Event Planning & Management Consultation
- Outside the Lines, Inc. – Water Feature Design Consultation

RDG will be providing public engagement facilitation, landscape architecture, architecture, lighting design, and integrated art design. For the sake of clarity, the below scope of services treats Phase One and Phase Two as two separate efforts, with the same tasks outlined for each phase.



## SCOPE OF SERVICES

### **PHASE ONE – INTERFACE OF CITY CENTRE DEVELOPMENT & CIVIC CENTER PARK AROUND THE PROPOSED MUSIC VENUE:**

#### **TASK ONE: DISCOVERY, PROGRAMMING, AND ORGANIZATION**

Objective: To get the project started, ensure that all team members are informed regarding existing plans and studies, and engage with City Staff and other key stakeholders.

During Task One, the RDG Team will:

1. Review existing conditions and active and past plans which have been developed for and by the City.
  - a. Information anticipated to be supplied to RDG by the City includes, but is not limited to:
    - i. Site Survey(s) for project extents
    - ii. Geotechnical Report(s) for project extents
    - iii. 3D Models for any work directly affecting or adjacent to the sites within this scope.
    - iv. Current electronic design plans/files for any work directly affecting the sites within this scope.
    - v. Any other documentation pertinent to fully understanding site plans/conditions.
2. Explore additional needs for base mapping outside of the survey
3. Attend **Meeting #1: Project Kickoff (also Kickoff Meeting for Phase Two)**
  - a. Attend a Kick-off Meeting to review all updates or new knowledge for the project and tour project sites.
  - b. Meeting location: City Hall Annex
  - c. Meeting attendees: City Staff, RDG Team
  - d. Meeting length: Six-hours
  - e. Goals of the meeting:
    - i. Introduce all participants
    - ii. Discuss project goals and define success
    - iii. Confirm scope of work and timeline
    - iv. Confirm public participation process/review public input to date
    - v. Discuss City Staff engagement and roles
    - vi. Establish program for project area(s)
    - vii. Determine next steps
  - f. Deliverables:
    - i. Meeting minutes
    - ii. Updated Project Schedule
4. Attend **Meeting #2: Developer Coordination (1 of 7)**
  - a. Coordinate progress of City Centre and its interface with City project areas, to be scheduled by City Staff.
  - b. Meeting location: City Hall Annex
  - c. Meeting attendees: City Staff, RDG Team, City Ventures Representative(s), Attorneys as needed
  - d. Meeting length: One-hour



- e. Goals of the meeting:
  - i. Introduce all participants
  - ii. Establish key points of contact
  - iii. Update all parties on work planned, project schedules, collaboration needs, next steps
- f. Deliverables:
  - i. Meeting minutes

## **TASK TWO: CONCEPT DEVELOPMENT**

**Objective:** To define the vision for the project extents and begin to understand potential physical articulation of design elements and proper adjacencies.

During Task Two, the RDG Team will:

- 1. **Attend Meeting #3: Design Charrette (1 of 2)**
  - a. At these meetings, the RDG team will spend the two days sketching, diagramming, discussing, and designing the project areas to begin preparing up to three concept alternatives. These sessions are open for drop in from City Staff and a designated meeting/presentation will follow on day two. Each concept will begin to address the program, function, locations, aesthetics, scale, and materials of the proposed urban environment.
  - b. Meeting location: La Vista City Hall Annex
  - c. Meeting attendees: City Staff, RDG Team, City Ventures Representative, Music Venue Architect
  - d. Meeting length: Two-days (we anticipate two full-group review meetings within)
  - e. Goals of the meeting:
    - i. Generate and present initial ideas for the project extents including general layout, amenities, and aesthetic character.
    - ii. Receive direction on preferred concept from City Staff.
    - iii. Confirm sizing for restrooms through coordination with City Ventures and TACK
  - f. Deliverables:
    - i. Concept Presentation Document
    - ii. Meeting minutes
- 2. **Prepare Concept Plan Alternatives and Cost Opinions:**
  - a. After receiving direction from City Staff at the end of the Design Charrette, the design team will work internally to further develop up to three concepts for the project extents in anticipation of presenting refined conceptual plans to City Staff. Each concept will begin to address characteristics such as program, function, aesthetics, scale, and materials of the public realm to a level that will allow interpretation and understanding of a favored direction.
    - i. Items anticipated to be investigated during this process are as follows:
      - 1. Illustrative conceptual design diagramming for each concept
      - 2. Conceptual architectural character
        - a. Restroom and Concessions
      - 3. Conceptual site design
        - a. Hardscape
        - b. Softscape



- c. Stormwater
- d. Furnishings
- e. Lighting
- f. Feature Elements
- g. Emergency Access
- h. Service
- i. ADA Accessibility
- j. Utility/Infrastructure Access

**3. Attend Meeting #4: Developer Coordination (2 of 7)**

- a. Coordinate progress of City Centre and its interface with City project areas, to be scheduled by City Staff.
  - i. Meeting location: City Hall Annex
  - ii. Meeting attendees: City Staff, RDG Team, City Ventures Representative(s)
  - iii. Meeting length: One-hour
  - iv. Goals of the meeting:
    - 1. Update all parties on work planned, project schedules, collaboration needs, next steps
  - v. Deliverables:
    - 1. Meeting minutes

**4. Attend Meeting #5: Design Review Meeting**

- a. The design team will present up to three conceptual alternatives as well as preliminary construction pricing for each concept to City Staff. Clear direction from City Staff will be required for the design team to proceed to the next task.
- b. Meeting location: City Hall Annex
- c. Meeting attendees: City Staff, RDG Team
- d. Meeting length: Two-hours
- e. Goals for Meeting:
  - i. Review Design Refinement
  - ii. Receive direction from City Staff on preferred concept
- f. Deliverables:
  - i. Concept presentation document
  - ii. Meeting minutes

**TASK THREE: REFINEMENT OF PREFERRED CONCEPT**

Objective: To advance the preferred design concept into more detailed design plan elements

During Task Three, the RDG Team will:

- 1. Prepare Preferred Concept Plan
  - a. The design team will refine the concept plan approved by City Staff in the previous meeting. This refined plan will address in detail the program, function, aesthetics, scale, and materials of the design items identified previously as important to this phase's project extents.
- 2. Attend Meeting #6: Preferred Concept Draft Presentation



- a. The design team will present a draft version of the preferred design concept as well as preliminary pricing for the plan to City Staff. Constructive feedback from City Staff will be required for the design team to proceed to the next task.
  - b. Meeting location: City Hall Annex
  - c. Meeting attendees: City Staff, RDG Team
  - d. Meeting length: Two-hours
  - e. Goals for Meeting:
    - i. Review Design Advancement
    - ii. Receive feedback from City Staff on preferred direction
  - f. Deliverables:
    - i. Concept presentation document
    - ii. Meeting minutes
3. Attend **Meeting #7: Developer Coordination (3 of 7)**
  - a. Coordinate progress of City Centre and its interface with City project areas, to be scheduled by City Staff.
  - b. Meeting location: City Hall Annex
  - c. Meeting attendees: City Staff, RDG Team, City Ventures Representative(s)
  - d. Meeting length: One-hour
  - e. Goals of the meeting:
    - i. Update all parties on work planned, project schedules, collaboration needs, next steps
  - f. Deliverables:
    - i. Meeting minutes
4. Finalize Preferred Concept and Prepare Opinion of Probable Costs (OPC)
  - a. The design team will utilize feedback received to date to finalize the preferred concept and develop an OPC for the construction of the proposed improvements. City Staff shall supply RDG with a list of any anticipated project costs outside of construction (soft costs) for inclusion within this document.
5. Attend **Meeting #8: Preferred Concept Plan Presentation**
  - a. The design team will present the final concept plan, graphics, and the OPC to City Staff. This documentation will be used in identifying proper scope and fee for Tasks Four through Seven for this Phase.
  - b. Meeting location: City Hall Annex
  - c. Meeting attendees: City Staff, RDG Team
  - d. Meeting length: Two-hours
  - e. Goals for Meeting:
    - i. Review Final Concept Plan
    - ii. Confirm project vision to enable transition into next tasks.
  - f. Deliverables:
    - i. Concept presentation document
    - ii. Meeting minutes
6. City Council Presentation
  - a. The design team will present the final preferred concept plan, graphics, and opinion of probable project costs to the City Council for approval in moving into construction documentation as directed by City Staff.



- i. Date to be confirmed by City Staff.

**AT THE CONCLUSION OF TASK THREE, RDG ANTICIPATES A CONTRACT AMENDMENT WILL OCCUR FOR EACH PHASE OF WORK IN ORDER TO EXECUTE THE TASKS LISTED BELOW:**

**TASK FOUR: PRELIMINARY DESIGN**

**TASK FIVE: FINAL DESIGN**

**TASK SIX: BIDDING AND CONTRACTING**

**TASK SEVEN: CONSTRUCTION ADMINISTRATION**

**END OF PHASE ONE SCOPE OF SERVICES**



## **PHASE TWO – CITY CENTRE OUTLOTS B AND C, AND THE KELLY FIELD & LA VISTA POOL SITES:**

### **TASK ONE: DISCOVERY, PROGRAMMING, AND ORGANIZATION**

**Objective:** To get the project started, ensure that all team members are informed regarding existing plans and studies, and engage with City Staff and other key stakeholders.

During Task One, the RDG Team will:

1. Review existing conditions and active and past plans which have been developed for and by the City.
  - a. Information anticipated to be supplied to RDG by the City includes, but is not limited to:
    - i. Site Survey(s) for project extents
    - ii. Geotechnical Report(s) for project extents
    - iii. 3D Models for any work directly affecting or adjacent to the sites within this scope.
    - iv. Current electronic design plans/files for any work directly affecting the sites within this scope.
    - v. Any other documentation pertinent to fully understanding site plans/conditions.
2. Explore additional needs for base mapping outside of the survey
3. Attend **Meeting #1: Project Kickoff (also Kickoff Meeting for Phase One)**
  - a. Attend a Kick-off Meeting to review all updates or new knowledge for the project and tour project sites.
  - b. Meeting location: City Hall Annex
  - c. Meeting attendees: City Staff, RDG Team
  - d. Meeting length: Six-hours
  - e. Goals of the meeting:
    - i. Introduce all participants
    - ii. Discuss project goals and define success
    - iii. Confirm scope of work and timeline
    - iv. Confirm public participation process/review public input to date
    - v. Discuss City Staff engagement and roles
    - vi. Establish program for project area(s)
    - vii. Determine next steps
  - f. Deliverables:
    - i. Meeting minutes
    - ii. Updated Project Schedule
4. Attend **Meeting #9: Developer Coordination (4 of 7)**
  - a. Coordinate progress of City Centre and its interface with City project areas, to be scheduled by City Staff.
  - b. Meeting location: City Hall Annex
  - c. Meeting attendees: City Staff, RDG Team, City Ventures Representative(s)
  - d. Meeting length: One-hour
  - e. Goals of the meeting:
    - i. Update all parties on work planned, project schedules, collaboration needs, next steps
  - f. Deliverables:
    - i. Meeting minutes



## **TASK TWO: CONCEPT DEVELOPMENT**

Objective: To define the vision for the project extents and begin to understand potential physical articulation of design elements and proper adjacencies.

During Task Two, the RDG Team will:

1. Attend **Meeting #10: Design Charrette (2 of 2)**
  - a. At these meetings, the RDG team will spend the two days sketching, diagramming, discussing, and designing the project areas to begin preparing up to three concept alternatives. These sessions are open for drop in from City Staff and a designated meeting/presentation will follow on day two. Each concept will begin to address the program, function, locations, aesthetics, scale, and materials of the proposed urban environment.
  - b. Meeting location: RDG Office, Omaha
  - c. Meeting attendees: City Staff, RDG Team, City Ventures Representative, Music Venue Architect
  - d. Meeting length: Two-days (we anticipate two full-group review meetings within)
  - e. Goals of the meeting:
    - i. Generate and present initial ideas for the project extents including general layout, amenities, and aesthetic character.
    - ii. Receive direction on preferred concept from City Staff.
  - f. Deliverables:
    - i. Concept Presentation Document
    - ii. Meeting minutes
2. Prepare Concept Plan Alternatives and Cost Opinions:
  - a. After receiving direction from City Staff at the end of the Design Charrette, the design team will work internally to further develop up to three concepts for the project extents in anticipation of presenting refined conceptual plans to City Staff. Each concept will begin to address characteristics such as program, function, aesthetics, scale, and materials of the public realm to a level that will allow interpretation and understanding of a favored direction.
    - i. Items anticipated to be investigated during this process are as follows:
      1. Illustrative conceptual design diagramming for each concept
      2. Conceptual architectural character
        - a. Restroom and Concessions
      3. Conceptual site design
        - a. Hardscape
        - b. Softscape
        - c. Stormwater
        - d. Furnishings
        - e. Lighting
        - f. Feature Elements
        - g. Emergency Access
        - h. Service
        - i. ADA Accessibility



j. Utility/Infrastructure Access

3. Attend **Meeting #11: Developer Coordination (5 of 7)**

- a. Coordinate progress of City Centre and its interface with City project areas, to be scheduled by City Staff.
- b. Meeting location: City Hall Annex
- c. Meeting attendees: City Staff, RDG Team, City Ventures Representative(s)
- d. Meeting length: One-hour
- e. Goals of the meeting:
  - i. Update all parties on work planned, project schedules, collaboration needs, next steps
- f. Deliverables:
  - i. Meeting minutes

4. Attend **Meeting #12: Design Review Meeting**

- a. The design team will present up to three conceptual alternatives as well as preliminary pricing for each plan to City Staff. Constructive feedback from City Staff will be required for the design team to proceed to the next task.
- b. Meeting location: City Hall Annex
- c. Meeting attendees: City Staff, RDG Team
- d. Meeting length: Two-hours
- e. Goals for Meeting:
  - i. Review Design Advancement
  - ii. Receive feedback from City Staff on preferred direction
- f. Deliverables:
  - i. Concept presentation document
  - ii. Meeting minutes

5. Attend **Meeting #13: Public Input Event (1 of 2)**

- a. The design team will work with City Staff to determine the best approach to engage the community and project stakeholders. The following are options to be considered.
- b. Option A – Traditional Open House:
  - i. The design team would present up to three conceptual alternatives to the public in a formal presentation.
  - ii. Following the formal presentation, City Staff and the design team would host an Open House during which the design team will document the input that is received and provide answers to questions as possible.
  - iii. A two to four-hour long evening event is anticipated.
- c. Option B – Non-traditional Public Input Event:
  - i. The design team would assist City Staff to plan and execute a civic event intended to promote the sharing of ideas from the community and project stakeholders.
  - ii. The design team would share a variety of concept graphics necessary to convey the ideas to be shared with the public. The design team would document the input that is received and provide answers to questions as possible.
  - iii. This type of event is likely to occur in tandem with, or as a component of, a larger community event that those people whom we need input and comment from might already be attending.



- iv. A two to four-hour long event is anticipated.
- d. If one non-traditional public input event is desired, RDG would recommend choosing Option B for this first event. The second public input event (listed later) is more likely to align with a traditional open house where the design team is sharing a more refined design. This event might be more informational than input-seeking later in the process.

6. Attend **Meeting #14: Public Input Review (1 of 2)**

- a. Feedback received during the preceding Public Input Event will be shared with City Staff to help guide the direction of the design as we transition to a preferred concept plan. Constructive feedback from City Staff will be required for the design team to proceed to the next task.
- b. Meeting location: City Hall Annex
- c. Meeting attendees: City Staff, RDG Team
- d. Meeting length: Two-hours
- e. Goals of the meeting:
  - i. Understand community members' thoughts/desires for the project extents.
  - ii. Receive direction for how to proceed with design.
- f. Deliverables:
  - i. Public input summary document
  - ii. Meeting minutes

7. Attend **Meeting #15: Developer Coordination (6 of 7)**

- a. Coordinate progress of City Centre and its interface with City project areas, to be scheduled by City Staff.
- b. Meeting location: City Hall Annex
- c. Meeting attendees: City Staff, RDG Team, City Ventures Representative(s)
- d. Meeting length: One-hour
- e. Goals of the meeting:
  - i. Update all parties on work planned, project schedules, collaboration needs, next steps
- f. Deliverables:
  - i. Meeting minutes

### **TASK THREE: REFINEMENT OF PREFERRED CONCEPT**

Objective: To advance the preferred design concept into more detailed design plan elements

During Task Three, the RDG Team will:

1. Prepare Preferred Concept Plan
  - a. The design team will refine the concept plan approved by City Staff in the previous meeting. This refined plan will address in detail the program, function, aesthetics, scale, and materials of the design items identified previously as important to this phase's project extents.
2. Attend **Meeting #16: Preferred Concept Draft Presentation**
  - a. The design team will present a draft version of the preferred design concept as well as preliminary pricing for the plan to City Staff. Constructive feedback from City Staff will be required for the design team to proceed to the next task.
  - b. Meeting location: City Hall Annex
  - c. Meeting attendees: City Staff, RDG Team



- d. Meeting length: Two-hours
- e. Goals for Meeting:
  - i. Review Design Advancement
  - ii. Receive feedback from City Staff on preferred direction
- f. Deliverables:
  - i. Concept presentation document
  - ii. Meeting minutes

3. **Attend Meeting #17: Public Input Event (2 of 2)**

- a. The design team will work with City Staff to determine the best approach to engage the community and project stakeholders. The following are options to be considered.
- b. Option A – Traditional Open House:
  - i. The design team would present up to three conceptual alternatives to the public in a formal presentation.
  - ii. Following the formal presentation, City Staff and the design team would host an Open House during which the design team will document the input that is received and provide answers to questions as possible.
  - iii. A two to four-hour long evening event is anticipated.
- c. Option B – Non-traditional Public Input Event:
  - i. The design team would assist City Staff to plan and execute a civic event intended to promote the sharing of ideas from the community and project stakeholders.
  - ii. The design team would share a variety of concept graphics necessary to convey the ideas to be shared with the public. The design team would document the input that is received and provide answers to questions as possible.
  - iii. This type of event is likely to occur in tandem with, or as a component of, a larger community event that those people whom we need input and comment from might already be attending.
  - iv. A two to four-hour long event is anticipated.

4. **Attend Meeting #18: Public Input Review (2 of 2)**

- a. Feedback received during the preceding Public Input Event will be shared with City Staff to help guide the direction of the design as we transition to a preferred concept plan. Constructive feedback from City Staff will be required for the design team to proceed to the next task.
- b. Meeting location: City Hall Annex
- c. Meeting attendees: City Staff, RDG Team
- d. Meeting length: Two-hours
- e. Goals of the meeting:
  - i. Understand community members' thoughts/desires for the project extents.
  - ii. Receive direction for how to proceed with design.
- f. Deliverables:
  - i. Public input summary document
  - ii. Meeting minutes

5. **Attend Meeting #19: Developer Coordination (7 of 7)**

- a. Coordinate progress of City Centre and its interface with City project areas, to be scheduled by City Staff.



- b. Meeting location: City Hall Annex
- c. Meeting attendees: City Staff, RDG Team, City Ventures Representative(s)
- d. Meeting length: One-hour
- e. Goals of the meeting:
  - i. Update all parties on work planned, project schedules, collaboration needs, next steps
- f. Deliverables:
  - i. Meeting minutes

6. Finalize Preferred Concept and prepare Opinion of Probable Costs (OPC)

- a. The design team will utilize feedback received to date to finalize the preferred concept and develop an OPC for the construction of the proposed improvements. City Staff shall supply RDG with a list of any anticipated project costs outside of construction (soft costs) for inclusion within this document.

7. Attend Meeting #20: Preferred Concept Plan Presentation

- a. The design team will present the final concept plan, graphics, and OPC to City Staff. This documentation will be used in identifying proper scope and fee for Tasks Four through Seven for this Phase.
- b. Meeting location: City Hall Annex
- c. Meeting attendees: City Staff, RDG Team
- d. Meeting length: Two-hours
- e. Goals for Meeting:
  - i. Review Final Concept Plan
  - ii. Confirm project vision to enable transition into next tasks.
- f. Deliverables:
  - i. Concept presentation document
  - ii. Meeting minutes

8. City Council Presentation

- a. The design team will present the final preferred concept plan, graphics, and OPC to the City Council for approval in moving into construction documentation as directed by City Staff.
  - i. Date to be confirmed by City Staff.

**AT THE CONCLUSION OF TASK THREE, RDG ANTICIPATES A CONTRACT AMENDMENT WILL OCCUR FOR EACH PHASE OF WORK IN ORDER TO EXECUTE THE TASKS LISTED BELOW:**

**TASK FOUR: PRELIMINARY DESIGN**

**TASK FIVE: FINAL DESIGN**

**TASK SIX: BIDDING AND CONTRACTING**

**TASK SEVEN: CONSTRUCTION ADMINISTRATION**

**END OF PHASE TWO SCOPE OF SERVICES**



## PROFESSIONAL FEES & EXPENSES

RDG's fees for Tasks 1-3 as described above will be a phased, fixed fee, as outlined below.

### **PHASE ONE:**

Task 1. Discover, Programming, and Organization	\$ 12,670.00
Task 2. Concept Development	\$ 78,200.00
Task 3. Refinement of Preferred Concept	\$ 52,850.00
<u>Anticipated Reimbursable Expenses</u>	<u>\$ 2,950.00</u>
<b>Total</b>	<b>\$146,670.00</b>

### **PHASE TWO:**

Task 1. Discover, Programming, and Organization	\$ 12,670.00
Task 2. Concept Development	\$ 52,130.00
Task 3. Refinement of Preferred Concept	\$ 35,230.00
<u>Anticipated Reimbursable Expenses</u>	<u>\$ 2,950.00</u>
<b>Total</b>	<b>\$102,980.00</b>

## ANTICIPATED REIMBURSABLE EXPENSES

The traditional items considered reimbursable would be travel, printing of documents for the owners use, and postage. Travel, printing, and postage is billed at cost.

## SUPPLEMENTAL SERVICES

Tasks 4-7, as identified previously in this scope are not included at this time. RDG anticipates two contract amendments, one for Phase One and one for Phase Two, which will be the basis for establishing scope of work and fee for these tasks.

## ASSUMPTIONS & ADDITIONAL SERVICES

1. All permit fees, as needed, will be paid by the City.
2. This scope assumes that the project will follow a linear progression, with each task occurring after the previous is completed. If this schedule changes, additional services may need to be negotiated to address any additional costs incurred by the design team.
3. If the project construction budget is expanded beyond what is currently anticipated by the City of La Vista, additional services will be negotiated to be commensurate with the effort that may be associated with a larger construction budget.
4. Survey information, geotechnical investigations, utility information, and any planning and/or design information pertaining to adjacent properties will be provided in electronic format (if possible) by the City of La Vista.
5. Meetings with the Army Corps of Engineers regarding lake edge treatments and coordination are excluded from the scope. If they are needed, they can be provided as an additional service.
6. The City will lead all formal coordination with the developer and/or their design consultants. The design team anticipates it may need to meet or communicate informally (e.g. telephone conversation, email, ZOOM conference etc.) with design consultants as needed to coordinate project efforts.
7. The City will lead all coordination with all project-adjacent property owners.



8. The City will provide requested information and direction in a timely manner.

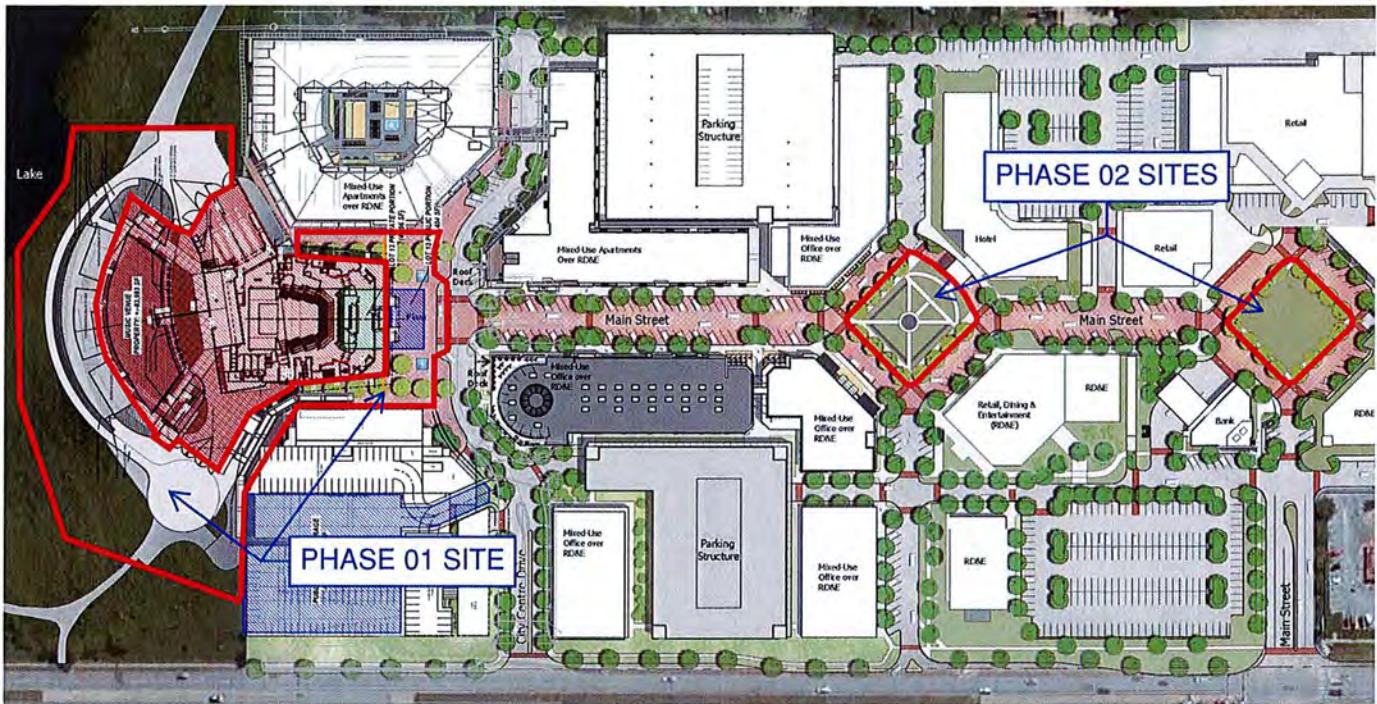
**END OF SCOPE OF SERVICES**



## PROJECT SITE BOUNDARIES

The Phase One and Phase Two project sites are outlined in red on the plans shown below.

### City Centre Development Plan:



### Kelly McMahon Fields Site:



# AIA Document A201™ – 2017

## ***General Conditions of the Contract for Construction***

**For the purpose of this agreement, wherever the term "Architect" is used, it shall mean "Landscape Architect".**

**For the following Project:**

*(Name, location and detailed description)*

Placemaking and Landscape Design Services, La Vista Civic Areas  
La Vista, Nebraska

**THE OWNER:**

*(Name, legal status and address)*

City of La Vista, NE  
8116 Park View Blvd  
La Vista, NE 68128  
Phone Number: 402-593-6404

**THE ARCHITECT:**

*(Name, legal status and address)*

RDG IA Inc  
d/b/a RDG Planning & Design  
301 Grand Avenue  
Des Moines, IA 50309-1718  
Phone Number: 515-288-3414  
Fax Number: 515-288-8631

R3003.066.00

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## **ARTICLE 1 GENERAL PROVISIONS**

### **§ 1.1 Basic Definitions**

#### **§ 1.1.1 The Contract Documents**

The Contract Documents are enumerated in the Agreement between the Owner and Contractor (hereinafter the Agreement) and consist of the Agreement, Conditions of the Contract (General, Supplementary and other Conditions), Drawings, Specifications, Addenda issued prior to execution of the Contract, other documents listed in the Agreement, and Modifications issued after execution of the Contract. A Modification is (1) a written amendment to the Contract signed by both parties, (2) a Change Order, (3) a Construction Change Directive, or (4) a written order for a minor change in the Work issued by the Architect. Unless specifically enumerated in the Agreement, the Contract Documents do not include the advertisement or invitation to bid, Instructions to Bidders, sample forms, other information furnished by the Owner in anticipation of receiving bids or proposals, the Contractor's bid or proposal, or portions of Addenda relating to bidding or proposal requirements.

#### **§ 1.1.2 The Contract**

The Contract Documents form the Contract for Construction. The Contract represents the entire and integrated agreement between the parties hereto and supersedes prior negotiations, representations, or agreements, either written or oral. The Contract may be amended or modified only by a Modification. The Contract Documents shall not be construed to create a contractual relationship of any kind (1) between the Contractor and the Architect or the Architect's consultants, (2) between the Owner and a Subcontractor or a Sub- subcontractor, (3) between the Owner and the Architect or the Architect's consultants, or (4) between any persons or entities other than the Owner and the Contractor. The Architect shall, however, be entitled to performance and enforcement of obligations under the Contract intended to facilitate performance of the Architect's duties.

#### **§ 1.1.3 The Work**

The term "Work" means the construction and services required by the Contract Documents, whether completed or partially completed, and includes all other labor, materials, equipment, and services provided or to be provided by the Contractor to fulfill the Contractor's obligations. The Work may constitute the whole or a part of the Project.

#### **§ 1.1.4 The Project**

The Project is the total construction of which the Work performed under the Contract Documents may be the whole or a part and which may include construction by the Owner and by Separate Contractors.

#### **§ 1.1.5 The Drawings**

The Drawings are the graphic and pictorial portions of the Contract Documents showing the design, location and dimensions of the Work, generally including plans, elevations, sections, details, schedules, and diagrams.

#### **§ 1.1.6 The Specifications**

The Specifications are that portion of the Contract Documents consisting of the written requirements for materials, equipment, systems, standards and workmanship for the Work, and performance of related services.

#### **§ 1.1.7 Instruments of Service**

Instruments of Service are representations, in any medium of expression now known or later developed, of the tangible and intangible creative work performed by the Architect and the Architect's consultants under their respective professional services agreements. Instruments of Service may include, without limitation, studies, surveys, models, sketches, drawings, specifications, and other similar materials.

#### **§ 1.1.8 Initial Decision Maker**

The Initial Decision Maker is the person identified in the Agreement to render initial decisions on Claims in accordance with Section 15.2. The Initial Decision Maker shall not show partiality to the Owner or Contractor and shall not be liable for results of interpretations or decisions rendered in good faith.

### **§ 1.2 Correlation and Intent of the Contract Documents**

**§ 1.2.1** The intent of the Contract Documents is to include all items necessary for the proper execution and completion of the Work by the Contractor. The Contract Documents are complementary, and what is required by one shall be as binding as if required by all; performance by the Contractor shall be required only to the extent consistent with the Contract Documents and reasonably inferable from them as being necessary to produce the indicated results.

**§ 1.2.1.1** The invalidity of any provision of the Contract Documents shall not invalidate the Contract or its remaining provisions. If it is determined that any provision of the Contract Documents violates any law, or is otherwise invalid or unenforceable, then that provision shall be revised to the extent necessary to make that provision legal and enforceable. In such case the Contract Documents shall be construed, to the fullest extent permitted by law, to give effect to the parties' intentions and purposes in executing the Contract.

**§ 1.2.2** Organization of the Specifications into divisions, sections and articles, and arrangement of Drawings shall not control the Contractor in dividing the Work among Subcontractors or in establishing the extent of Work to be performed by any trade.

**§ 1.2.3** Unless otherwise stated in the Contract Documents, words that have well-known technical or construction industry meanings are used in the Contract Documents in accordance with such recognized meanings.

### **§ 1.3 Capitalization**

Terms capitalized in these General Conditions include those that are (1) specifically defined, (2) the titles of numbered articles, or (3) the titles of other documents published by the American Institute of Architects.

### **§ 1.4 Interpretation**

In the interest of brevity the Contract Documents frequently omit modifying words such as "all" and "any" and articles such as "the" and "an," but the fact that a modifier or an article is absent from one statement and appears in another is not intended to affect the interpretation of either statement.

### **§ 1.5 Ownership and Use of Drawings, Specifications, and Other Instruments of Service**

**§ 1.5.1** The Architect and the Architect's consultants shall be deemed the authors and owners of their respective Instruments of Service, including the Drawings and Specifications, and retain all common law, statutory, and other reserved rights in their Instruments of Service, including copyrights. The Contractor, Subcontractors, Sub-subcontractors, and suppliers shall not own or claim a copyright in the Instruments of Service. Submittal or distribution to meet official regulatory requirements or for other purposes in connection with the Project is not to be construed as publication in derogation of the Architect's or Architect's consultants' reserved rights.

**§ 1.5.2** The Contractor, Subcontractors, Sub-subcontractors, and suppliers are authorized to use and reproduce the Instruments of Service provided to them, subject to any protocols established pursuant to Sections 1.7 and 1.8, solely and exclusively for execution of the Work. All copies made under this authorization shall bear the copyright notice, if any, shown on the Instruments of Service. The Contractor, Subcontractors, Sub-subcontractors, and suppliers may not use the Instruments of Service on other projects or for additions to the Project outside the scope of the Work without the specific written consent of the Owner, Architect, and the Architect's consultants.

### **§ 1.6 Notice**

**§ 1.6.1** Except as otherwise provided in Section 1.6.2, where the Contract Documents require one party to notify or give notice to the other party, such notice shall be provided in writing to the designated representative of the party to whom the notice is addressed and shall be deemed to have been duly served if delivered in person, by mail, by courier, or by electronic transmission if a method for electronic transmission is set forth in the Agreement.

**§ 1.6.2** Notice of Claims as provided in Section 15.1.3 shall be provided in writing and shall be deemed to have been duly served only if delivered to the designated representative of the party to whom the notice is addressed by certified or registered mail, or by courier providing proof of delivery.

### **§ 1.7 Digital Data Use and Transmission**

The parties shall agree upon protocols governing the transmission and use of Instruments of Service or any other information or documentation in digital form. The parties will use AIA Document E203™-2013, Building Information Modeling and Digital Data Exhibit, to establish the protocols for the development, use, transmission, and exchange of digital data.

### **§ 1.8 Building Information Models Use and Reliance**

Any use of, or reliance on, all or a portion of a building information model without agreement to protocols governing the use of, and reliance on, the information contained in the model and without having those protocols set forth in AIA

Document E203™-2013, Building Information Modeling and Digital Data Exhibit, and the requisite AIA Document G202™-2013, Project Building Information Modeling Protocol Form, shall be at the using or relying party's sole risk and without liability to the other party and its contractors or consultants, the authors of, or contributors to, the building information model, and each of their agents and employees.

## **ARTICLE 2 OWNER**

### **§ 2.1 General**

**§ 2.1.1** The Owner is the person or entity identified as such in the Agreement and is referred to throughout the Contract Documents as if singular in number. The Owner shall designate in writing a representative who shall have express authority to bind the Owner with respect to all matters requiring the Owner's approval or authorization. Except as otherwise provided in Section 4.2.1, the Architect does not have such authority. The term "Owner" means the Owner or the Owner's authorized representative.

**§ 2.1.2** The Owner shall furnish to the Contractor, within fifteen days after receipt of a written request, information necessary and relevant for the Contractor to evaluate, give notice of, or enforce mechanic's lien rights. Such information shall include a correct statement of the record legal title to the property on which the Project is located, usually referred to as the site, and the Owner's interest therein.

### **§ 2.2 Evidence of the Owner's Financial Arrangements**

**§ 2.2.1** Prior to commencement of the Work and upon written request by the Contractor, the Owner shall furnish to the Contractor reasonable evidence that the Owner has made financial arrangements to fulfill the Owner's obligations under the Contract. The Contractor shall have no obligation to commence the Work until the Owner provides such evidence. If commencement of the Work is delayed under this Section 2.2.1, the Contract Time shall be extended appropriately.

**§ 2.2.2** Following commencement of the Work and upon written request by the Contractor, the Owner shall furnish to the Contractor reasonable evidence that the Owner has made financial arrangements to fulfill the Owner's obligations under the Contract only if (1) the Owner fails to make payments to the Contractor as the Contract Documents require; (2) the Contractor identifies in writing a reasonable concern regarding the Owner's ability to make payment when due; or (3) a change in the Work materially changes the Contract Sum. If the Owner fails to provide such evidence, as required, within fourteen days of the Contractor's request, the Contractor may immediately stop the Work and, in that event, shall notify the Owner that the Work has stopped. However, if the request is made because a change in the Work materially changes the Contract Sum under (3) above, the Contractor may immediately stop only that portion of the Work affected by the change until reasonable evidence is provided. If the Work is stopped under this Section 2.2.2, the Contract Time shall be extended appropriately and the Contract Sum shall be increased by the amount of the Contractor's reasonable costs of shutdown, delay and start-up, plus interest as provided in the Contract Documents.

**§ 2.2.3** After the Owner furnishes evidence of financial arrangements under this Section 2.2, the Owner shall not materially vary such financial arrangements without prior notice to the Contractor.

**§ 2.2.4** Where the Owner has designated information furnished under this Section 2.2 as "confidential," the Contractor shall keep the information confidential and shall not disclose it to any other person. However, the Contractor may disclose "confidential" information, after seven (7) days' notice to the Owner, where disclosure is required by law, including a subpoena or other form of compulsory legal process issued by a court or governmental entity, or by court or arbitrator(s) order. The Contractor may also disclose "confidential" information to its employees, consultants, sureties, Subcontractors and their employees, Sub-subcontractors, and others who need to know the content of such information solely and exclusively for the Project and who agree to maintain the confidentiality of such information.

### **§ 2.3 Information and Services Required of the Owner**

**§ 2.3.1** Except for permits and fees that are the responsibility of the Contractor under the Contract Documents, including those required under Section 3.7.1, the Owner shall secure and pay for necessary approvals, easements, assessments and charges required for construction, use or occupancy of permanent structures or for permanent changes in existing facilities.

**§ 2.3.2** The Owner shall retain an architect lawfully licensed to practice architecture, or an entity lawfully practicing architecture, in the jurisdiction where the Project is located. That person or entity is identified as the Architect in the Agreement and is referred to throughout the Contract Documents as if singular in number.

**§ 2.3.3** If the employment of the Architect terminates, the Owner shall employ a successor to whom the Contractor has no reasonable objection and whose status under the Contract Documents shall be that of the Architect.

**§ 2.3.4** The Owner shall furnish surveys describing physical characteristics, legal limitations and utility locations for the site of the Project, and a legal description of the site. The Contractor shall be entitled to rely on the accuracy of information furnished by the Owner but shall exercise proper precautions relating to the safe performance of the Work.

**§ 2.3.5** The Owner shall furnish information or services required of the Owner by the Contract Documents with reasonable promptness. The Owner shall also furnish any other information or services under the Owner's control and relevant to the Contractor's performance of the Work with reasonable promptness after receiving the Contractor's written request for such information or services.

**§ 2.3.6** Unless otherwise provided in the Contract Documents, the Owner shall furnish to the Contractor one copy of the Contract Documents for purposes of making reproductions pursuant to Section 1.5.2.

#### **§ 2.4 Owner's Right to Stop the Work**

If the Contractor fails to correct Work that is not in accordance with the requirements of the Contract Documents as required by Section 12.2 or repeatedly fails to carry out Work in accordance with the Contract Documents, the Owner may issue a written order to the Contractor to stop the Work, or any portion thereof, until the cause for such order has been eliminated; however, the right of the Owner to stop the Work shall not give rise to a duty on the part of the Owner to exercise this right for the benefit of the Contractor or any other person or entity, except to the extent required by Section 6.1.3.

#### **§ 2.5 Owner's Right to Carry Out the Work**

If the Contractor defaults or neglects to carry out the Work in accordance with the Contract Documents and fails within a ten-day period after receipt of notice from the Owner to commence and continue correction of such default or neglect with diligence and promptness, the Owner may, without prejudice to other remedies the Owner may have, correct such default or neglect. Such action by the Owner and amounts charged to the Contractor are both subject to prior approval of the Architect and the Architect may, pursuant to Section 9.5.1, withhold or nullify a Certificate for Payment in whole or in part, to the extent reasonably necessary to reimburse the Owner for the reasonable cost of correcting such deficiencies, including Owner's expenses and compensation for the Architect's additional services made necessary by such default, neglect, or failure. If current and future payments are not sufficient to cover such amounts, the Contractor shall pay the difference to the Owner. If the Contractor disagrees with the actions of the Owner or the Architect, or the amounts claimed as costs to the Owner, the Contractor may file a Claim pursuant to Article 15.

### **ARTICLE 3 CONTRACTOR**

#### **§ 3.1 General**

**§ 3.1.1** The Contractor is the person or entity identified as such in the Agreement and is referred to throughout the Contract Documents as if singular in number. The Contractor shall be lawfully licensed, if required in the jurisdiction where the Project is located. The Contractor shall designate in writing a representative who shall have express authority to bind the Contractor with respect to all matters under this Contract. The term "Contractor" means the Contractor or the Contractor's authorized representative.

**§ 3.1.2** The Contractor shall perform the Work in accordance with the Contract Documents.

**§ 3.1.3** The Contractor shall not be relieved of its obligations to perform the Work in accordance with the Contract Documents either by activities or duties of the Architect in the Architect's administration of the Contract, or by tests, inspections or approvals required or performed by persons or entities other than the Contractor.

#### **§ 3.2 Review of Contract Documents and Field Conditions by Contractor**

**§ 3.2.1** Execution of the Contract by the Contractor is a representation that the Contractor has visited the site, become generally familiar with local conditions under which the Work is to be performed, and correlated personal observations with requirements of the Contract Documents.

**§ 3.2.2** Because the Contract Documents are complementary, the Contractor shall, before starting each portion of the Work, carefully study and compare the various Contract Documents relative to that portion of the Work, as well as the information furnished by the Owner pursuant to Section 2.3.4, shall take field measurements of any existing conditions related to that portion of the Work, and shall observe any conditions at the site affecting it. These obligations are for the purpose of facilitating coordination and construction by the Contractor and are not for the purpose of discovering errors, omissions, or inconsistencies in the Contract Documents; however, the Contractor shall promptly report to the Architect any errors, inconsistencies or omissions discovered by or made known to the Contractor as a request for information in such form as the Architect may require. It is recognized that the Contractor's review is made in the Contractor's capacity as a contractor and not as a licensed design professional, unless otherwise specifically provided in the Contract Documents.

**§ 3.2.3** The Contractor is not required to ascertain that the Contract Documents are in accordance with applicable laws, statutes, ordinances, codes, rules and regulations, or lawful orders of public authorities, but the Contractor shall promptly report to the Architect any nonconformity discovered by or made known to the Contractor as a request for information in such form as the Architect may require.

**§ 3.2.4** If the Contractor believes that additional cost or time is involved because of clarifications or instructions the Architect issues in response to the Contractor's notices or requests for information pursuant to Sections 3.2.2 or 3.2.3, the Contractor shall submit Claims as provided in Article 15. If the Contractor fails to perform the obligations of Sections 3.2.2 or 3.2.3, the Contractor shall pay such costs and damages to the Owner, subject to Section 15.1.7, as would have been avoided if the Contractor had performed such obligations. If the Contractor performs those obligations, the Contractor shall not be liable to the Owner or Architect for damages resulting from errors, inconsistencies or omissions in the Contract Documents, for differences between field measurements or conditions and the Contract Documents, or for nonconformities of the Contract Documents to applicable laws, statutes, ordinances, codes, rules and regulations, and lawful orders of public authorities.

### **§ 3.3 Supervision and Construction Procedures**

**§ 3.3.1** The Contractor shall supervise and direct the Work, using the Contractor's best skill and attention. The Contractor shall be solely responsible for, and have control over, construction means, methods, techniques, sequences, and procedures, and for coordinating all portions of the Work under the Contract. If the Contract Documents give specific instructions concerning construction means, methods, techniques, sequences, or procedures, the Contractor shall evaluate the jobsite safety thereof and shall be solely responsible for the jobsite safety of such means, methods, techniques, sequences, or procedures. If the Contractor determines that such means, methods, techniques, sequences or procedures may not be safe, the Contractor shall give timely notice to the Owner and Architect, and shall propose alternative means, methods, techniques, sequences, or procedures. The Architect shall evaluate the proposed alternative solely for conformance with the design intent for the completed construction. Unless the Architect objects to the Contractor's proposed alternative, the Contractor shall perform the Work using its alternative means, methods, techniques, sequences, or procedures.

**§ 3.3.2** The Contractor shall be responsible to the Owner for acts and omissions of the Contractor's employees, Subcontractors and their agents and employees, and other persons or entities performing portions of the Work for, or on behalf of, the Contractor or any of its Subcontractors.

**§ 3.3.3** The Contractor shall be responsible for inspection of portions of Work already performed to determine that such portions are in proper condition to receive subsequent Work.

### **§ 3.4 Labor and Materials**

**§ 3.4.1** Unless otherwise provided in the Contract Documents, the Contractor shall provide and pay for labor, materials, equipment, tools, construction equipment and machinery, water, heat, utilities, transportation, and other facilities and services necessary for proper execution and completion of the Work, whether temporary or permanent and whether or not incorporated or to be incorporated in the Work.

**§ 3.4.2** Except in the case of minor changes in the Work approved by the Architect in accordance with Section 3.12.8 or ordered by the Architect in accordance with Section 7.4, the Contractor may make substitutions only with the consent of the Owner, after evaluation by the Architect and in accordance with a Change Order or Construction Change Directive.

**§ 3.4.3** The Contractor shall enforce strict discipline and good order among the Contractor's employees and other persons carrying out the Work. The Contractor shall not permit employment of unfit persons or persons not properly skilled in tasks assigned to them.

**§ 3.5 Warranty**

**§ 3.5.1** The Contractor warrants to the Owner and Architect that materials and equipment furnished under the Contract will be of good quality and new unless the Contract Documents require or permit otherwise. The Contractor further warrants that the Work will conform to the requirements of the Contract Documents and will be free from defects, except for those inherent in the quality of the Work the Contract Documents require or permit. Work, materials, or equipment not conforming to these requirements may be considered defective. The Contractor's warranty excludes remedy for damage or defect caused by abuse, alterations to the Work not executed by the Contractor, improper or insufficient maintenance, improper operation, or normal wear and tear and normal usage. If required by the Architect, the Contractor shall furnish satisfactory evidence as to the kind and quality of materials and equipment.

**§ 3.5.2** All material, equipment, or other special warranties required by the Contract Documents shall be issued in the name of the Owner, or shall be transferable to the Owner, and shall commence in accordance with Section 9.8.4.

**§ 3.6 Taxes**

The Contractor shall pay sales, consumer, use and similar taxes for the Work provided by the Contractor that are legally enacted when bids are received or negotiations concluded, whether or not yet effective or merely scheduled to go into effect.

**§ 3.7 Permits, Fees, Notices and Compliance with Laws**

**§ 3.7.1** Unless otherwise provided in the Contract Documents, the Contractor shall secure and pay for the building permit as well as for other permits, fees, licenses, and inspections by government agencies necessary for proper execution and completion of the Work that are customarily secured after execution of the Contract and legally required at the time bids are received or negotiations concluded.

**§ 3.7.2** The Contractor shall comply with and give notices required by applicable laws, statutes, ordinances, codes, rules and regulations, and lawful orders of public authorities applicable to performance of the Work.

**§ 3.7.3** If the Contractor performs Work knowing it to be contrary to applicable laws, statutes, ordinances, codes, rules and regulations, or lawful orders of public authorities, the Contractor shall assume appropriate responsibility for such Work and shall bear the costs attributable to correction.

**§ 3.7.4 Concealed or Unknown Conditions**

If the Contractor encounters conditions at the site that are (1) subsurface or otherwise concealed physical conditions that differ materially from those indicated in the Contract Documents or (2) unknown physical conditions of an unusual nature that differ materially from those ordinarily found to exist and generally recognized as inherent in construction activities of the character provided for in the Contract Documents, the Contractor shall promptly provide notice to the Owner and the Architect before conditions are disturbed and in no event later than 14 days after first observance of the conditions. The Architect will promptly investigate such conditions and, if the Architect determines that they differ materially and cause an increase or decrease in the Contractor's cost of, or time required for, performance of any part of the Work, will recommend that an equitable adjustment be made in the Contract Sum or Contract Time, or both. If the Architect determines that the conditions at the site are not materially different from those indicated in the Contract Documents and that no change in the terms of the Contract is justified, the Architect shall promptly notify the Owner and Contractor, stating the reasons. If either party disputes the Architect's determination or recommendation, that party may submit a Claim as provided in Article 15.

**§ 3.7.5** If, in the course of the Work, the Contractor encounters human remains or recognizes the existence of burial markers, archaeological sites or wetlands not indicated in the Contract Documents, the Contractor shall immediately suspend any operations that would affect them and shall notify the Owner and Architect. Upon receipt of such notice, the Owner shall promptly take any action necessary to obtain governmental authorization required to resume the operations. The Contractor shall continue to suspend such operations until otherwise instructed by the Owner but shall continue with all other operations that do not affect those remains or features. Requests for adjustments in the Contract Sum and Contract Time arising from the existence of such remains or features may be made as provided in Article 15.

### **§ 3.8 Allowances**

**§ 3.8.1** The Contractor shall include in the Contract Sum all allowances stated in the Contract Documents. Items covered by allowances shall be supplied for such amounts and by such persons or entities as the Owner may direct, but the Contractor shall not be required to employ persons or entities to whom the Contractor has reasonable objection.

#### **§ 3.8.2** Unless otherwise provided in the Contract Documents,

- .1 allowances shall cover the cost to the Contractor of materials and equipment delivered at the site and all required taxes, less applicable trade discounts;
- .2 Contractor's costs for unloading and handling at the site, labor, installation costs, overhead, profit, and other expenses contemplated for stated allowance amounts shall be included in the Contract Sum but not in the allowances; and
- .3 whenever costs are more than or less than allowances, the Contract Sum shall be adjusted accordingly by Change Order. The amount of the Change Order shall reflect (1) the difference between actual costs and the allowances under Section 3.8.2.1 and (2) changes in Contractor's costs under Section 3.8.2.2.

**§ 3.8.3** Materials and equipment under an allowance shall be selected by the Owner with reasonable promptness.

### **§ 3.9 Superintendent**

**§ 3.9.1** The Contractor shall employ a competent superintendent and necessary assistants who shall be in attendance at the Project site during performance of the Work. The superintendent shall represent the Contractor, and communications given to the superintendent shall be as binding as if given to the Contractor.

**§ 3.9.2** The Contractor, as soon as practicable after award of the Contract, shall notify the Owner and Architect of the name and qualifications of a proposed superintendent. Within 14 days of receipt of the information, the Architect may notify the Contractor, stating whether the Owner or the Architect (1) has reasonable objection to the proposed superintendent or (2) requires additional time for review. Failure of the Architect to provide notice within the 14-day period shall constitute notice of no reasonable objection.

**§ 3.9.3** The Contractor shall not employ a proposed superintendent to whom the Owner or Architect has made reasonable and timely objection. The Contractor shall not change the superintendent without the Owner's consent, which shall not unreasonably be withheld or delayed.

### **§ 3.10 Contractor's Construction and Submittal Schedules**

**§ 3.10.1** The Contractor, promptly after being awarded the Contract, shall submit for the Owner's and Architect's information a Contractor's construction schedule for the Work. The schedule shall contain detail appropriate for the Project, including (1) the date of commencement of the Work, interim schedule milestone dates, and the date of Substantial Completion; (2) an apportionment of the Work by construction activity; and (3) the time required for completion of each portion of the Work. The schedule shall provide for the orderly progression of the Work to completion and shall not exceed time limits current under the Contract Documents. The schedule shall be revised at appropriate intervals as required by the conditions of the Work and Project.

**§ 3.10.2** The Contractor, promptly after being awarded the Contract and thereafter as necessary to maintain a current submittal schedule, shall submit a submittal schedule for the Architect's approval. The Architect's approval shall not be unreasonably delayed or withheld. The submittal schedule shall (1) be coordinated with the Contractor's construction schedule, and (2) allow the Architect reasonable time to review submittals. If the Contractor fails to submit a submittal schedule, or fails to provide submittals in accordance with the approved submittal schedule, the Contractor shall not be entitled to any increase in Contract Sum or extension of Contract Time based on the time required for review of submittals.

**§ 3.10.3** The Contractor shall perform the Work in general accordance with the most recent schedules submitted to the Owner and Architect.

### **§ 3.11 Documents and Samples at the Site**

The Contractor shall make available, at the Project site, the Contract Documents, including Change Orders, Construction Change Directives, and other Modifications, in good order and marked currently to indicate field changes

and selections made during construction, and the approved Shop Drawings, Product Data, Samples, and similar required submittals. These shall be in electronic form or paper copy, available to the Architect and Owner, and delivered to the Architect for submittal to the Owner upon completion of the Work as a record of the Work as constructed.

**§ 3.12 Shop Drawings, Product Data and Samples**

**§ 3.12.1** Shop Drawings are drawings, diagrams, schedules, and other data specially prepared for the Work by the Contractor or a Subcontractor, Sub-subcontractor, manufacturer, supplier, or distributor to illustrate some portion of the Work.

**§ 3.12.2** Product Data are illustrations, standard schedules, performance charts, instructions, brochures, diagrams, and other information furnished by the Contractor to illustrate materials or equipment for some portion of the Work.

**§ 3.12.3** Samples are physical examples that illustrate materials, equipment, or workmanship, and establish standards by which the Work will be judged.

**§ 3.12.4** Shop Drawings, Product Data, Samples, and similar submittals are not Contract Documents. Their purpose is to demonstrate how the Contractor proposes to conform to the information given and the design concept expressed in the Contract Documents for those portions of the Work for which the Contract Documents require submittals. Review by the Architect is subject to the limitations of Section 4.2.7. Informational submittals upon which the Architect is not expected to take responsive action may be so identified in the Contract Documents. Submittals that are not required by the Contract Documents may be returned by the Architect without action.

**§ 3.12.5** The Contractor shall review for compliance with the Contract Documents, approve, and submit to the Architect, Shop Drawings, Product Data, Samples, and similar submittals required by the Contract Documents, in accordance with the submittal schedule approved by the Architect or, in the absence of an approved submittal schedule, with reasonable promptness and in such sequence as to cause no delay in the Work or in the activities of the Owner or of Separate Contractors.

**§ 3.12.6** By submitting Shop Drawings, Product Data, Samples, and similar submittals, the Contractor represents to the Owner and Architect that the Contractor has (1) reviewed and approved them, (2) determined and verified materials, field measurements and field construction criteria related thereto, or will do so, and (3) checked and coordinated the information contained within such submittals with the requirements of the Work and of the Contract Documents.

**§ 3.12.7** The Contractor shall perform no portion of the Work for which the Contract Documents require submittal and review of Shop Drawings, Product Data, Samples, or similar submittals, until the respective submittal has been approved by the Architect.

**§ 3.12.8** The Work shall be in accordance with approved submittals except that the Contractor shall not be relieved of responsibility for deviations from the requirements of the Contract Documents by the Architect's approval of Shop Drawings, Product Data, Samples, or similar submittals, unless the Contractor has specifically notified the Architect of such deviation at the time of submittal and (1) the Architect has given written approval to the specific deviation as a minor change in the Work, or (2) a Change Order or Construction Change Directive has been issued authorizing the deviation. The Contractor shall not be relieved of responsibility for errors or omissions in Shop Drawings, Product Data, Samples, or similar submittals, by the Architect's approval thereof.

**§ 3.12.9** The Contractor shall direct specific attention, in writing or on resubmitted Shop Drawings, Product Data, Samples, or similar submittals, to revisions other than those requested by the Architect on previous submittals. In the absence of such notice, the Architect's approval of a resubmission shall not apply to such revisions.

**§ 3.12.10** The Contractor shall not be required to provide professional services that constitute the practice of architecture or engineering unless such services are specifically required by the Contract Documents for a portion of the Work or unless the Contractor needs to provide such services in order to carry out the Contractor's responsibilities for construction means, methods, techniques, sequences, and procedures. The Contractor shall not be required to provide professional services in violation of applicable law.

**§ 3.12.10.1** If professional design services or certifications by a design professional related to systems, materials, or equipment are specifically required of the Contractor by the Contract Documents, the Owner and the Architect will specify all performance and design criteria that such services must satisfy. The Contractor shall be entitled to rely upon the adequacy and accuracy of the performance and design criteria provided in the Contract Documents. The Contractor shall cause such services or certifications to be provided by an appropriately licensed design professional, whose signature and seal shall appear on all drawings, calculations, specifications, certifications, Shop Drawings, and other submittals prepared by such professional. Shop Drawings, and other submittals related to the Work, designed or certified by such professional, if prepared by others, shall bear such professional's written approval when submitted to the Architect. The Owner and the Architect shall be entitled to rely upon the adequacy and accuracy of the services, certifications, and approvals performed or provided by such design professionals, provided the Owner and Architect have specified to the Contractor the performance and design criteria that such services must satisfy. Pursuant to this Section 3.12.10, the Architect will review and approve or take other appropriate action on submittals only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents.

**§ 3.12.10.2** If the Contract Documents require the Contractor's design professional to certify that the Work has been performed in accordance with the design criteria, the Contractor shall furnish such certifications to the Architect at the time and in the form specified by the Architect.

### **§ 3.13 Use of Site**

The Contractor shall confine operations at the site to areas permitted by applicable laws, statutes, ordinances, codes, rules and regulations, lawful orders of public authorities, and the Contract Documents and shall not unreasonably encumber the site with materials or equipment.

### **§ 3.14 Cutting and Patching**

**§ 3.14.1** The Contractor shall be responsible for cutting, fitting, or patching required to complete the Work or to make its parts fit together properly. All areas requiring cutting, fitting, or patching shall be restored to the condition existing prior to the cutting, fitting, or patching, unless otherwise required by the Contract Documents.

**§ 3.14.2** The Contractor shall not damage or endanger a portion of the Work or fully or partially completed construction of the Owner or Separate Contractors by cutting, patching, or otherwise altering such construction, or by excavation. The Contractor shall not cut or otherwise alter construction by the Owner or a Separate Contractor except with written consent of the Owner and of the Separate Contractor. Consent shall not be unreasonably withheld. The Contractor shall not unreasonably withhold, from the Owner or a Separate Contractor, its consent to cutting or otherwise altering the Work.

### **§ 3.15 Cleaning Up**

**§ 3.15.1** The Contractor shall keep the premises and surrounding area free from accumulation of waste materials and rubbish caused by operations under the Contract. At completion of the Work, the Contractor shall remove waste materials, rubbish, the Contractor's tools, construction equipment, machinery, and surplus materials from and about the Project.

**§ 3.15.2** If the Contractor fails to clean up as provided in the Contract Documents, the Owner may do so and the Owner shall be entitled to reimbursement from the Contractor.

### **§ 3.16 Access to Work**

The Contractor shall provide the Owner and Architect with access to the Work in preparation and progress wherever located.

### **§ 3.17 Royalties, Patents and Copyrights**

The Contractor shall pay all royalties and license fees. The Contractor shall defend suits or claims for infringement of copyrights and patent rights and shall hold the Owner and Architect harmless from loss on account thereof, but shall not be responsible for defense or loss when a particular design, process, or product of a particular manufacturer or manufacturers is required by the Contract Documents, or where the copyright violations are contained in Drawings, Specifications, or other documents prepared by the Owner or Architect. However, if an infringement of a copyright or patent is discovered by, or made known to, the Contractor, the Contractor shall be responsible for the loss unless the information is promptly furnished to the Architect.

### **§ 3.18 Indemnification**

**§ 3.18.1** To the fullest extent permitted by law, the Contractor shall indemnify and hold harmless the Owner, Architect, Architect's consultants, and agents and employees of any of them from and against claims, damages, losses, and expenses, including but not limited to attorneys' fees, arising out of or resulting from performance of the Work, provided that such claim, damage, loss, or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the Work itself), but only to the extent caused by the negligent acts or omissions of the Contractor, a Subcontractor, anyone directly or indirectly employed by them, or anyone for whose acts they may be liable, regardless of whether or not such claim, damage, loss, or expense is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity that would otherwise exist as to a party or person described in this Section 3.18.

**§ 3.18.2** In claims against any person or entity indemnified under this Section 3.18 by an employee of the Contractor, a Subcontractor, anyone directly or indirectly employed by them, or anyone for whose acts they may be liable, the indemnification obligation under Section 3.18.1 shall not be limited by a limitation on amount or type of damages, compensation, or benefits payable by or for the Contractor or a Subcontractor under workers' compensation acts, disability benefit acts, or other employee benefit acts.

## **ARTICLE 4 ARCHITECT**

### **§ 4.1 General**

**§ 4.1.1** The Architect is the person or entity retained by the Owner pursuant to Section 2.3.2 and identified as such in the Agreement.

**§ 4.1.2** Duties, responsibilities, and limitations of authority of the Architect as set forth in the Contract Documents shall not be restricted, modified, or extended without written consent of the Owner, Contractor, and Architect. Consent shall not be unreasonably withheld.

### **§ 4.2 Administration of the Contract**

**§ 4.2.1** The Architect will provide administration of the Contract as described in the Contract Documents and will be an Owner's representative during construction until the date the Architect issues the final Certificate for Payment. The Architect will have authority to act on behalf of the Owner only to the extent provided in the Contract Documents.

**§ 4.2.2** The Architect will visit the site at intervals appropriate to the stage of construction, or as otherwise agreed with the Owner, to become generally familiar with the progress and quality of the portion of the Work completed, and to determine in general if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. However, the Architect will not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work. The Architect will not have control over, charge of, or responsibility for the construction means, methods, techniques, sequences or procedures, or for the safety precautions and programs in connection with the Work, since these are solely the Contractor's rights and responsibilities under the Contract Documents.

**§ 4.2.3** On the basis of the site visits, the Architect will keep the Owner reasonably informed about the progress and quality of the portion of the Work completed, and promptly report to the Owner (1) known deviations from the Contract Documents, (2) known deviations from the most recent construction schedule submitted by the Contractor, and (3) defects and deficiencies observed in the Work. The Architect will not be responsible for the Contractor's failure to perform the Work in accordance with the requirements of the Contract Documents. The Architect will not have control over or charge of, and will not be responsible for acts or omissions of, the Contractor, Subcontractors, or their agents or employees, or any other persons or entities performing portions of the Work.

### **§ 4.2.4 Communications**

The Owner and Contractor shall include the Architect in all communications that relate to or affect the Architect's services or professional responsibilities. The Owner shall promptly notify the Architect of the substance of any direct communications between the Owner and the Contractor otherwise relating to the Project. Communications by and with the Architect's consultants shall be through the Architect. Communications by and with Subcontractors and suppliers shall be through the Contractor. Communications by and with Separate Contractors shall be through the Owner. The Contract Documents may specify other communication protocols.

**§ 4.2.5** Based on the Architect's evaluations of the Contractor's Applications for Payment, the Architect will review and certify the amounts due the Contractor and will issue Certificates for Payment in such amounts.

**§ 4.2.6** The Architect has authority to reject Work that does not conform to the Contract Documents. Whenever the Architect considers it necessary or advisable, the Architect will have authority to require inspection or testing of the Work in accordance with Sections 13.4.2 and 13.4.3, whether or not the Work is fabricated, installed or completed. However, neither this authority of the Architect nor a decision made in good faith either to exercise or not to exercise such authority shall give rise to a duty or responsibility of the Architect to the Contractor, Subcontractors, suppliers, their agents or employees, or other persons or entities performing portions of the Work.

**§ 4.2.7** The Architect will review and approve, or take other appropriate action upon, the Contractor's submittals such as Shop Drawings, Product Data, and Samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. The Architect's action will be taken in accordance with the submittal schedule approved by the Architect or, in the absence of an approved submittal schedule, with reasonable promptness while allowing sufficient time in the Architect's professional judgment to permit adequate review. Review of such submittals is not conducted for the purpose of determining the accuracy and completeness of other details such as dimensions and quantities, or for substantiating instructions for installation or performance of equipment or systems, all of which remain the responsibility of the Contractor as required by the Contract Documents. The Architect's review of the Contractor's submittals shall not relieve the Contractor of the obligations under Sections 3.3, 3.5, and 3.12. The Architect's review shall not constitute approval of safety precautions or of any construction means, methods, techniques, sequences, or procedures. The Architect's approval of a specific item shall not indicate approval of an assembly of which the item is a component.

**§ 4.2.8** The Architect will prepare Change Orders and Construction Change Directives, and may order minor changes in the Work as provided in Section 7.4. The Architect will investigate and make determinations and recommendations regarding concealed and unknown conditions as provided in Section 3.7.4.

**§ 4.2.9** The Architect will conduct inspections to determine the date or dates of Substantial Completion and the date of final completion; issue Certificates of Substantial Completion pursuant to Section 9.8; receive and forward to the Owner, for the Owner's review and records, written warranties and related documents required by the Contract and assembled by the Contractor pursuant to Section 9.10; and issue a final Certificate for Payment pursuant to Section 9.10.

**§ 4.2.10** If the Owner and Architect agree, the Architect will provide one or more Project representatives to assist in carrying out the Architect's responsibilities at the site. The Owner shall notify the Contractor of any change in the duties, responsibilities and limitations of authority of the Project representatives.

**§ 4.2.11** The Architect will interpret and decide matters concerning performance under, and requirements of, the Contract Documents on written request of either the Owner or Contractor. The Architect's response to such requests will be made in writing within any time limits agreed upon or otherwise with reasonable promptness.

**§ 4.2.12** Interpretations and decisions of the Architect will be consistent with the intent of, and reasonably inferable from, the Contract Documents and will be in writing or in the form of drawings. When making such interpretations and decisions, the Architect will endeavor to secure faithful performance by both Owner and Contractor, will not show partiality to either, and will not be liable for results of interpretations or decisions rendered in good faith.

**§ 4.2.13** The Architect's decisions on matters relating to aesthetic effect will be final if consistent with the intent expressed in the Contract Documents.

**§ 4.2.14** The Architect will review and respond to requests for information about the Contract Documents. The Architect's response to such requests will be made in writing within any time limits agreed upon or otherwise with reasonable promptness. If appropriate, the Architect will prepare and issue supplemental Drawings and Specifications in response to the requests for information.

## ARTICLE 5 SUBCONTRACTORS

### § 5.1 Definitions

**§ 5.1.1** A Subcontractor is a person or entity who has a direct contract with the Contractor to perform a portion of the Work at the site. The term "Subcontractor" is referred to throughout the Contract Documents as if singular in number and means a Subcontractor or an authorized representative of the Subcontractor. The term "Subcontractor" does not include a Separate Contractor or the subcontractors of a Separate Contractor.

**§ 5.1.2** A Sub-subcontractor is a person or entity who has a direct or indirect contract with a Subcontractor to perform a portion of the Work at the site. The term "Sub-subcontractor" is referred to throughout the Contract Documents as if singular in number and means a Sub-subcontractor or an authorized representative of the Sub-subcontractor.

## **§ 5.2 Award of Subcontracts and Other Contracts for Portions of the Work**

**§ 5.2.1** Unless otherwise stated in the Contract Documents, the Contractor, as soon as practicable after award of the Contract, shall notify the Owner and Architect of the persons or entities proposed for each principal portion of the Work, including those who are to furnish materials or equipment fabricated to a special design. Within 14 days of receipt of the information, the Architect may notify the Contractor whether the Owner or the Architect (1) has reasonable objection to any such proposed person or entity or (2) requires additional time for review. Failure of the Architect to provide notice within the 14-day period shall constitute notice of no reasonable objection.

**§ 5.2.2** The Contractor shall not contract with a proposed person or entity to whom the Owner or Architect has made reasonable and timely objection. The Contractor shall not be required to contract with anyone to whom the Contractor has made reasonable objection.

**§ 5.2.3** If the Owner or Architect has reasonable objection to a person or entity proposed by the Contractor, the Contractor shall propose another to whom the Owner or Architect has no reasonable objection. If the proposed but rejected Subcontractor was reasonably capable of performing the Work, the Contract Sum and Contract Time shall be increased or decreased by the difference, if any, occasioned by such change, and an appropriate Change Order shall be issued before commencement of the substitute Subcontractor's Work. However, no increase in the Contract Sum or Contract Time shall be allowed for such change unless the Contractor has acted promptly and responsively in submitting names as required.

**§ 5.2.4** The Contractor shall not substitute a Subcontractor, person, or entity for one previously selected if the Owner or Architect makes reasonable objection to such substitution.

## **§ 5.3 Subcontractual Relations**

By appropriate written agreement, the Contractor shall require each Subcontractor, to the extent of the Work to be performed by the Subcontractor, to be bound to the Contractor by terms of the Contract Documents, and to assume toward the Contractor all the obligations and responsibilities, including the responsibility for safety of the Subcontractor's Work that the Contractor, by these Contract Documents, assumes toward the Owner and Architect. Each subcontract agreement shall preserve and protect the rights of the Owner and Architect under the Contract Documents with respect to the Work to be performed by the Subcontractor so that subcontracting thereof will not prejudice such rights, and shall allow to the Subcontractor, unless specifically provided otherwise in the subcontract agreement, the benefit of all rights, remedies, and redress against the Contractor that the Contractor, by the Contract Documents, has against the Owner. Where appropriate, the Contractor shall require each Subcontractor to enter into similar agreements with Sub-subcontractors. The Contractor shall make available to each proposed Subcontractor, prior to the execution of the subcontract agreement, copies of the Contract Documents to which the Subcontractor will be bound, and, upon written request of the Subcontractor, identify to the Subcontractor terms and conditions of the proposed subcontract agreement that may be at variance with the Contract Documents. Subcontractors will similarly make copies of applicable portions of such documents available to their respective proposed Sub-subcontractors.

## **§ 5.4 Contingent Assignment of Subcontracts**

**§ 5.4.1** Each subcontract agreement for a portion of the Work is assigned by the Contractor to the Owner, provided that

- .1 assignment is effective only after termination of the Contract by the Owner for cause pursuant to Section 14.2 and only for those subcontract agreements that the Owner accepts by notifying the Subcontractor and Contractor; and
- .2 assignment is subject to the prior rights of the surety, if any, obligated under bond relating to the Contract.

When the Owner accepts the assignment of a subcontract agreement, the Owner assumes the Contractor's rights and obligations under the subcontract.

**§ 5.4.2** Upon such assignment, if the Work has been suspended for more than 30 days, the Subcontractor's compensation shall be equitably adjusted for increases in cost resulting from the suspension.

**§ 5.4.3** Upon assignment to the Owner under this Section 5.4, the Owner may further assign the subcontract to a successor contractor or other entity. If the Owner assigns the subcontract to a successor contractor or other entity, the Owner shall nevertheless remain legally responsible for all of the successor contractor's obligations under the subcontract.

## **ARTICLE 6 CONSTRUCTION BY OWNER OR BY SEPARATE CONTRACTORS**

### **§ 6.1 Owner's Right to Perform Construction and to Award Separate Contracts**

**§ 6.1.1** The term "Separate Contractor(s)" shall mean other contractors retained by the Owner under separate agreements. The Owner reserves the right to perform construction or operations related to the Project with the Owner's own forces, and with Separate Contractors retained under Conditions of the Contract substantially similar to those of this Contract, including those provisions of the Conditions of the Contract related to insurance and waiver of subrogation.

**§ 6.1.2** When separate contracts are awarded for different portions of the Project or other construction or operations on the site, the term "Contractor" in the Contract Documents in each case shall mean the Contractor who executes each separate Owner-Contractor Agreement.

**§ 6.1.3** The Owner shall provide for coordination of the activities of the Owner's own forces and of each Separate Contractor with the Work of the Contractor, who shall cooperate with them. The Contractor shall participate with any Separate Contractors and the Owner in reviewing their construction schedules. The Contractor shall make any revisions to its construction schedule deemed necessary after a joint review and mutual agreement. The construction schedules shall then constitute the schedules to be used by the Contractor, Separate Contractors, and the Owner until subsequently revised.

**§ 6.1.4** Unless otherwise provided in the Contract Documents, when the Owner performs construction or operations related to the Project with the Owner's own forces or with Separate Contractors, the Owner or its Separate Contractors shall have the same obligations and rights that the Contractor has under the Conditions of the Contract, including, without excluding others, those stated in Article 3, this Article 6, and Articles 10, 11, and 12.

### **§ 6.2 Mutual Responsibility**

**§ 6.2.1** The Contractor shall afford the Owner and Separate Contractors reasonable opportunity for introduction and storage of their materials and equipment and performance of their activities, and shall connect and coordinate the Contractor's construction and operations with theirs as required by the Contract Documents.

**§ 6.2.2** If part of the Contractor's Work depends for proper execution or results upon construction or operations by the Owner or a Separate Contractor, the Contractor shall, prior to proceeding with that portion of the Work, promptly notify the Architect of apparent discrepancies or defects in the construction or operations by the Owner or Separate Contractor that would render it unsuitable for proper execution and results of the Contractor's Work. Failure of the Contractor to notify the Architect of apparent discrepancies or defects prior to proceeding with the Work shall constitute an acknowledgment that the Owner's or Separate Contractor's completed or partially completed construction is fit and proper to receive the Contractor's Work. The Contractor shall not be responsible for discrepancies or defects in the construction or operations by the Owner or Separate Contractor that are not apparent.

**§ 6.2.3** The Contractor shall reimburse the Owner for costs the Owner incurs that are payable to a Separate Contractor because of the Contractor's delays, improperly timed activities or defective construction. The Owner shall be responsible to the Contractor for costs the Contractor incurs because of a Separate Contractor's delays, improperly timed activities, damage to the Work or defective construction.

**§ 6.2.4** The Contractor shall promptly remedy damage that the Contractor wrongfully causes to completed or partially completed construction or to property of the Owner or Separate Contractor as provided in Section 10.2.5.

**§ 6.2.5** The Owner and each Separate Contractor shall have the same responsibilities for cutting and patching as are described for the Contractor in Section 3.14.

### **§ 6.3 Owner's Right to Clean Up**

If a dispute arises among the Contractor, Separate Contractors, and the Owner as to the responsibility under their respective contracts for maintaining the premises and surrounding area free from waste materials and rubbish, the Owner may clean up and the Architect will allocate the cost among those responsible.

## **ARTICLE 7 CHANGES IN THE WORK**

### **§ 7.1 General**

**§ 7.1.1** Changes in the Work may be accomplished after execution of the Contract, and without invalidating the Contract, by Change Order, Construction Change Directive or order for a minor change in the Work, subject to the limitations stated in this Article 7 and elsewhere in the Contract Documents.

**§ 7.1.2** A Change Order shall be based upon agreement among the Owner, Contractor, and Architect. A Construction Change Directive requires agreement by the Owner and Architect and may or may not be agreed to by the Contractor. An order for a minor change in the Work may be issued by the Architect alone.

**§ 7.1.3** Changes in the Work shall be performed under applicable provisions of the Contract Documents. The Contractor shall proceed promptly with changes in the Work, unless otherwise provided in the Change Order, Construction Change Directive, or order for a minor change in the Work.

### **§ 7.2 Change Orders**

**§ 7.2.1** A Change Order is a written instrument prepared by the Architect and signed by the Owner, Contractor, and Architect stating their agreement upon all of the following:

- .1 The change in the Work;
- .2 The amount of the adjustment, if any, in the Contract Sum; and
- .3 The extent of the adjustment, if any, in the Contract Time.

### **§ 7.3 Construction Change Directives**

**§ 7.3.1** A Construction Change Directive is a written order prepared by the Architect and signed by the Owner and Architect, directing a change in the Work prior to agreement on adjustment, if any, in the Contract Sum or Contract Time, or both. The Owner may by Construction Change Directive, without invalidating the Contract, order changes in the Work within the general scope of the Contract consisting of additions, deletions, or other revisions, the Contract Sum and Contract Time being adjusted accordingly.

**§ 7.3.2** A Construction Change Directive shall be used in the absence of total agreement on the terms of a Change Order.

**§ 7.3.3** If the Construction Change Directive provides for an adjustment to the Contract Sum, the adjustment shall be based on one of the following methods:

- .1 Mutual acceptance of a lump sum properly itemized and supported by sufficient substantiating data to permit evaluation;
- .2 Unit prices stated in the Contract Documents or subsequently agreed upon;
- .3 Cost to be determined in a manner agreed upon by the parties and a mutually acceptable fixed or percentage fee; or
- .4 As provided in Section 7.3.4.

**§ 7.3.4** If the Contractor does not respond promptly or disagrees with the method for adjustment in the Contract Sum, the Architect shall determine the adjustment on the basis of reasonable expenditures and savings of those performing the Work attributable to the change, including, in case of an increase in the Contract Sum, an amount for overhead and profit as set forth in the Agreement, or if no such amount is set forth in the Agreement, a reasonable amount. In such case, and also under Section 7.3.3.3, the Contractor shall keep and present, in such form as the Architect may prescribe, an itemized accounting together with appropriate supporting data. Unless otherwise provided in the Contract Documents, costs for the purposes of this Section 7.3.4 shall be limited to the following:

- .1 Costs of labor, including applicable payroll taxes, fringe benefits required by agreement or custom, workers' compensation insurance, and other employee costs approved by the Architect;

- 2 Costs of materials, supplies, and equipment, including cost of transportation, whether incorporated or consumed;
- 3 Rental costs of machinery and equipment, exclusive of hand tools, whether rented from the Contractor or others;
- 4 Costs of premiums for all bonds and insurance, permit fees, and sales, use, or similar taxes, directly related to the change; and
- 5 Costs of supervision and field office personnel directly attributable to the change.

§ 7.3.5 If the Contractor disagrees with the adjustment in the Contract Time, the Contractor may make a Claim in accordance with applicable provisions of Article 15.

§ 7.3.6 Upon receipt of a Construction Change Directive, the Contractor shall promptly proceed with the change in the Work involved and advise the Architect of the Contractor's agreement or disagreement with the method, if any, provided in the Construction Change Directive for determining the proposed adjustment in the Contract Sum or Contract Time.

§ 7.3.7 A Construction Change Directive signed by the Contractor indicates the Contractor's agreement therewith, including adjustment in Contract Sum and Contract Time or the method for determining them. Such agreement shall be effective immediately and shall be recorded as a Change Order.

§ 7.3.8 The amount of credit to be allowed by the Contractor to the Owner for a deletion or change that results in a net decrease in the Contract Sum shall be actual net cost as confirmed by the Architect. When both additions and credits covering related Work or substitutions are involved in a change, the allowance for overhead and profit shall be figured on the basis of net increase, if any, with respect to that change.

§ 7.3.9 Pending final determination of the total cost of a Construction Change Directive to the Owner, the Contractor may request payment for Work completed under the Construction Change Directive in Applications for Payment. The Architect will make an interim determination for purposes of monthly certification for payment for those costs and certify for payment the amount that the Architect determines, in the Architect's professional judgment, to be reasonably justified. The Architect's interim determination of cost shall adjust the Contract Sum on the same basis as a Change Order, subject to the right of either party to disagree and assert a Claim in accordance with Article 15.

§ 7.3.10 When the Owner and Contractor agree with a determination made by the Architect concerning the adjustments in the Contract Sum and Contract Time, or otherwise reach agreement upon the adjustments, such agreement shall be effective immediately and the Architect will prepare a Change Order. Change Orders may be issued for all or any part of a Construction Change Directive.

#### § 7.4 Minor Changes in the Work

The Architect may order minor changes in the Work that are consistent with the intent of the Contract Documents and do not involve an adjustment in the Contract Sum or an extension of the Contract Time. The Architect's order for minor changes shall be in writing. If the Contractor believes that the proposed minor change in the Work will affect the Contract Sum or Contract Time, the Contractor shall notify the Architect and shall not proceed to implement the change in the Work. If the Contractor performs the Work set forth in the Architect's order for a minor change without prior notice to the Architect that such change will affect the Contract Sum or Contract Time, the Contractor waives any adjustment to the Contract Sum or extension of the Contract Time.

### ARTICLE 8 TIME

#### § 8.1 Definitions

§ 8.1.1 Unless otherwise provided, Contract Time is the period of time, including authorized adjustments, allotted in the Contract Documents for Substantial Completion of the Work.

§ 8.1.2 The date of commencement of the Work is the date established in the Agreement.

§ 8.1.3 The date of Substantial Completion is the date certified by the Architect in accordance with Section 9.8.

§ 8.1.4 The term "day" as used in the Contract Documents shall mean calendar day unless otherwise specifically defined.

## **§ 8.2 Progress and Completion**

**§ 8.2.1** Time limits stated in the Contract Documents are of the essence of the Contract. By executing the Agreement, the Contractor confirms that the Contract Time is a reasonable period for performing the Work.

**§ 8.2.2** The Contractor shall not knowingly, except by agreement or instruction of the Owner in writing, commence the Work prior to the effective date of insurance required to be furnished by the Contractor and Owner.

**§ 8.2.3** The Contractor shall proceed expeditiously with adequate forces and shall achieve Substantial Completion within the Contract Time.

## **§ 8.3 Delays and Extensions of Time**

**§ 8.3.1** If the Contractor is delayed at any time in the commencement or progress of the Work by (1) an act or neglect of the Owner or Architect, of an employee of either, or of a Separate Contractor; (2) by changes ordered in the Work; (3) by labor disputes, fire, unusual delay in deliveries, unavoidable casualties, adverse weather conditions documented in accordance with Section 15.1.6.2, or other causes beyond the Contractor's control; (4) by delay authorized by the Owner pending mediation and binding dispute resolution; or (5) by other causes that the Contractor asserts, and the Architect determines, justify delay, then the Contract Time shall be extended for such reasonable time as the Architect may determine.

**§ 8.3.2** Claims relating to time shall be made in accordance with applicable provisions of Article 15.

**§ 8.3.3** This Section 8.3 does not preclude recovery of damages for delay by either party under other provisions of the Contract Documents.

## **ARTICLE 9 PAYMENTS AND COMPLETION**

### **§ 9.1 Contract Sum**

**§ 9.1.1** The Contract Sum is stated in the Agreement and, including authorized adjustments, is the total amount payable by the Owner to the Contractor for performance of the Work under the Contract Documents.

**§ 9.1.2** If unit prices are stated in the Contract Documents or subsequently agreed upon, and if quantities originally contemplated are materially changed so that application of such unit prices to the actual quantities causes substantial inequity to the Owner or Contractor, the applicable unit prices shall be equitably adjusted.

### **§ 9.2 Schedule of Values**

Where the Contract is based on a stipulated sum or Guaranteed Maximum Price, the Contractor shall submit a schedule of values to the Architect before the first Application for Payment, allocating the entire Contract Sum to the various portions of the Work. The schedule of values shall be prepared in the form, and supported by the data to substantiate its accuracy, required by the Architect. This schedule, unless objected to by the Architect, shall be used as a basis for reviewing the Contractor's Applications for Payment. Any changes to the schedule of values shall be submitted to the Architect and supported by such data to substantiate its accuracy as the Architect may require, and unless objected to by the Architect, shall be used as a basis for reviewing the Contractor's subsequent Applications for Payment.

### **§ 9.3 Applications for Payment**

**§ 9.3.1** At least ten days before the date established for each progress payment, the Contractor shall submit to the Architect an itemized Application for Payment prepared in accordance with the schedule of values, if required under Section 9.2, for completed portions of the Work. The application shall be notarized, if required, and supported by all data substantiating the Contractor's right to payment that the Owner or Architect require, such as copies of requisitions, and releases and waivers of liens from Subcontractors and suppliers, and shall reflect retainage if provided for in the Contract Documents.

**§ 9.3.1.1** As provided in Section 7.3.9, such applications may include requests for payment on account of changes in the Work that have been properly authorized by Construction Change Directives, or by interim determinations of the Architect, but not yet included in Change Orders.

**§ 9.3.1.2** Applications for Payment shall not include requests for payment for portions of the Work for which the Contractor does not intend to pay a Subcontractor or supplier, unless such Work has been performed by others whom the Contractor intends to pay.

**§ 9.3.2** Unless otherwise provided in the Contract Documents, payments shall be made on account of materials and equipment delivered and suitably stored at the site for subsequent incorporation in the Work. If approved in advance by the Owner, payment may similarly be made for materials and equipment suitably stored off the site at a location agreed upon in writing. Payment for materials and equipment stored on or off the site shall be conditioned upon compliance by the Contractor with procedures satisfactory to the Owner to establish the Owner's title to such materials and equipment or otherwise protect the Owner's interest, and shall include the costs of applicable insurance, storage, and transportation to the site, for such materials and equipment stored off the site.

**§ 9.3.3** The Contractor warrants that title to all Work covered by an Application for Payment will pass to the Owner no later than the time of payment. The Contractor further warrants that upon submittal of an Application for Payment all Work for which Certificates for Payment have been previously issued and payments received from the Owner shall, to the best of the Contractor's knowledge, information, and belief, be free and clear of liens, claims, security interests, or encumbrances, in favor of the Contractor, Subcontractors, suppliers, or other persons or entities that provided labor, materials, and equipment relating to the Work.

#### **§ 9.4 Certificates for Payment**

**§ 9.4.1** The Architect will, within seven days after receipt of the Contractor's Application for Payment, either (1) issue to the Owner a Certificate for Payment in the full amount of the Application for Payment, with a copy to the Contractor; or (2) issue to the Owner a Certificate for Payment for such amount as the Architect determines is properly due, and notify the Contractor and Owner of the Architect's reasons for withholding certification in part as provided in Section 9.5.1; or (3) withhold certification of the entire Application for Payment, and notify the Contractor and Owner of the Architect's reason for withholding certification in whole as provided in Section 9.5.1.

**§ 9.4.2** The issuance of a Certificate for Payment will constitute a representation by the Architect to the Owner, based on the Architect's evaluation of the Work and the data in the Application for Payment, that, to the best of the Architect's knowledge, information, and belief, the Work has progressed to the point indicated, the quality of the Work is in accordance with the Contract Documents, and that the Contractor is entitled to payment in the amount certified. The foregoing representations are subject to an evaluation of the Work for conformance with the Contract Documents upon Substantial Completion, to results of subsequent tests and inspections, to correction of minor deviations from the Contract Documents prior to completion, and to specific qualifications expressed by the Architect. However, the issuance of a Certificate for Payment will not be a representation that the Architect has (1) made exhaustive or continuous on-site inspections to check the quality or quantity of the Work; (2) reviewed construction means, methods, techniques, sequences, or procedures; (3) reviewed copies of requisitions received from Subcontractors and suppliers and other data requested by the Owner to substantiate the Contractor's right to payment; or (4) made examination to ascertain how or for what purpose the Contractor has used money previously paid on account of the Contract Sum.

#### **§ 9.5 Decisions to Withhold Certification**

**§ 9.5.1** The Architect may withhold a Certificate for Payment in whole or in part, to the extent reasonably necessary to protect the Owner, if in the Architect's opinion the representations to the Owner required by Section 9.4.2 cannot be made. If the Architect is unable to certify payment in the amount of the Application, the Architect will notify the Contractor and Owner as provided in Section 9.4.1. If the Contractor and Architect cannot agree on a revised amount, the Architect will promptly issue a Certificate for Payment for the amount for which the Architect is able to make such representations to the Owner. The Architect may also withhold a Certificate for Payment or, because of subsequently discovered evidence, may nullify the whole or a part of a Certificate for Payment previously issued, to such extent as may be necessary in the Architect's opinion to protect the Owner from loss for which the Contractor is responsible, including loss resulting from acts and omissions described in Section 3.3.2, because of

- .1 defective Work not remedied;
- .2 third party claims filed or reasonable evidence indicating probable filing of such claims, unless security acceptable to the Owner is provided by the Contractor;
- .3 failure of the Contractor to make payments properly to Subcontractors or suppliers for labor, materials or equipment;
- .4 reasonable evidence that the Work cannot be completed for the unpaid balance of the Contract Sum;

- 5 damage to the Owner or a Separate Contractor;
- 6 reasonable evidence that the Work will not be completed within the Contract Time, and that the unpaid balance would not be adequate to cover actual or liquidated damages for the anticipated delay; or
- 7 repeated failure to carry out the Work in accordance with the Contract Documents.

§ 9.5.2 When either party disputes the Architect's decision regarding a Certificate for Payment under Section 9.5.1, in whole or in part, that party may submit a Claim in accordance with Article 15.

§ 9.5.3 When the reasons for withholding certification are removed, certification will be made for amounts previously withheld.

§ 9.5.4 If the Architect withholds certification for payment under Section 9.5.1.3, the Owner may, at its sole option, issue joint checks to the Contractor and to any Subcontractor or supplier to whom the Contractor failed to make payment for Work properly performed or material or equipment suitably delivered. If the Owner makes payments by joint check, the Owner shall notify the Architect and the Contractor shall reflect such payment on its next Application for Payment.

## § 9.6 Progress Payments

§ 9.6.1 After the Architect has issued a Certificate for Payment, the Owner shall make payment in the manner and within the time provided in the Contract Documents, and shall so notify the Architect.

§ 9.6.2 The Contractor shall pay each Subcontractor, no later than seven days after receipt of payment from the Owner, the amount to which the Subcontractor is entitled, reflecting percentages actually retained from payments to the Contractor on account of the Subcontractor's portion of the Work. The Contractor shall, by appropriate agreement with each Subcontractor, require each Subcontractor to make payments to Sub-subcontractors in a similar manner.

§ 9.6.3 The Architect will, on request, furnish to a Subcontractor, if practicable, information regarding percentages of completion or amounts applied for by the Contractor and action taken thereon by the Architect and Owner on account of portions of the Work done by such Subcontractor.

§ 9.6.4 The Owner has the right to request written evidence from the Contractor that the Contractor has properly paid Subcontractors and suppliers amounts paid by the Owner to the Contractor for subcontracted Work. If the Contractor fails to furnish such evidence within seven days, the Owner shall have the right to contact Subcontractors and suppliers to ascertain whether they have been properly paid. Neither the Owner nor Architect shall have an obligation to pay, or to see to the payment of money to, a Subcontractor or supplier, except as may otherwise be required by law.

§ 9.6.5 The Contractor's payments to suppliers shall be treated in a manner similar to that provided in Sections 9.6.2, 9.6.3 and 9.6.4.

§ 9.6.6 A Certificate for Payment, a progress payment, or partial or entire use or occupancy of the Project by the Owner shall not constitute acceptance of Work not in accordance with the Contract Documents.

§ 9.6.7 Unless the Contractor provides the Owner with a payment bond in the full penal sum of the Contract Sum, payments received by the Contractor for Work properly performed by Subcontractors or provided by suppliers shall be held by the Contractor for those Subcontractors or suppliers who performed Work or furnished materials, or both, under contract with the Contractor for which payment was made by the Owner. Nothing contained herein shall require money to be placed in a separate account and not commingled with money of the Contractor, create any fiduciary liability or tort liability on the part of the Contractor for breach of trust, or entitle any person or entity to an award of punitive damages against the Contractor for breach of the requirements of this provision.

§ 9.6.8 Provided the Owner has fulfilled its payment obligations under the Contract Documents, the Contractor shall defend and indemnify the Owner from all loss, liability, damage or expense, including reasonable attorney's fees and litigation expenses, arising out of any lien claim or other claim for payment by any Subcontractor or supplier of any tier. Upon receipt of notice of a lien claim or other claim for payment, the Owner shall notify the Contractor. If approved by the applicable court, when required, the Contractor may substitute a surety bond for the property against which the lien or other claim for payment has been asserted.

### **§ 9.7 Failure of Payment**

If the Architect does not issue a Certificate for Payment, through no fault of the Contractor, within seven days after receipt of the Contractor's Application for Payment, or if the Owner does not pay the Contractor within seven days after the date established in the Contract Documents, the amount certified by the Architect or awarded by binding dispute resolution, then the Contractor may, upon seven additional days' notice to the Owner and Architect, stop the Work until payment of the amount owing has been received. The Contract Time shall be extended appropriately and the Contract Sum shall be increased by the amount of the Contractor's reasonable costs of shutdown, delay and start-up, plus interest as provided for in the Contract Documents.

### **§ 9.8 Substantial Completion**

**§ 9.8.1** Substantial Completion is the stage in the progress of the Work when the Work or designated portion thereof is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended use.

**§ 9.8.2** When the Contractor considers that the Work, or a portion thereof which the Owner agrees to accept separately, is substantially complete, the Contractor shall prepare and submit to the Architect a comprehensive list of items to be completed or corrected prior to final payment. Failure to include an item on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents.

**§ 9.8.3** Upon receipt of the Contractor's list, the Architect will make an inspection to determine whether the Work or designated portion thereof is substantially complete. If the Architect's inspection discloses any item, whether or not included on the Contractor's list, which is not sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work or designated portion thereof for its intended use, the Contractor shall, before issuance of the Certificate of Substantial Completion, complete or correct such item upon notification by the Architect. In such case, the Contractor shall then submit a request for another inspection by the Architect to determine Substantial Completion.

**§ 9.8.4** When the Work or designated portion thereof is substantially complete, the Architect will prepare a Certificate of Substantial Completion that shall establish the date of Substantial Completion; establish responsibilities of the Owner and Contractor for security, maintenance, heat, utilities, damage to the Work and insurance; and fix the time within which the Contractor shall finish all items on the list accompanying the Certificate. Warranties required by the Contract Documents shall commence on the date of Substantial Completion of the Work or designated portion thereof unless otherwise provided in the Certificate of Substantial Completion.

**§ 9.8.5** The Certificate of Substantial Completion shall be submitted to the Owner and Contractor for their written acceptance of responsibilities assigned to them in the Certificate. Upon such acceptance, and consent of surety if any, the Owner shall make payment of retainage applying to the Work or designated portion thereof. Such payment shall be adjusted for Work that is incomplete or not in accordance with the requirements of the Contract Documents.

### **§ 9.9 Partial Occupancy or Use**

**§ 9.9.1** The Owner may occupy or use any completed or partially completed portion of the Work at any stage when such portion is designated by separate agreement with the Contractor, provided such occupancy or use is consented to by the insurer and authorized by public authorities having jurisdiction over the Project. Such partial occupancy or use may commence whether or not the portion is substantially complete, provided the Owner and Contractor have accepted in writing the responsibilities assigned to each of them for payments, retainage, if any, security, maintenance, heat, utilities, damage to the Work and insurance, and have agreed in writing concerning the period for correction of the Work and commencement of warranties required by the Contract Documents. When the Contractor considers a portion substantially complete, the Contractor shall prepare and submit a list to the Architect as provided under Section 9.8.2. Consent of the Contractor to partial occupancy or use shall not be unreasonably withheld. The stage of the progress of the Work shall be determined by written agreement between the Owner and Contractor or, if no agreement is reached, by decision of the Architect.

**§ 9.9.2** Immediately prior to such partial occupancy or use, the Owner, Contractor, and Architect shall jointly inspect the area to be occupied or portion of the Work to be used in order to determine and record the condition of the Work.

**§ 9.9.3** Unless otherwise agreed upon, partial occupancy or use of a portion or portions of the Work shall not constitute acceptance of Work not complying with the requirements of the Contract Documents.

**§ 9.10 Final Completion and Final Payment**

**§ 9.10.1** Upon receipt of the Contractor's notice that the Work is ready for final inspection and acceptance and upon receipt of a final Application for Payment, the Architect will promptly make such inspection. When the Architect finds the Work acceptable under the Contract Documents and the Contract fully performed, the Architect will promptly issue a final Certificate for Payment stating that to the best of the Architect's knowledge, information and belief, and on the basis of the Architect's on-site visits and inspections, the Work has been completed in accordance with the Contract Documents and that the entire balance found to be due the Contractor and noted in the final Certificate is due and payable. The Architect's final Certificate for Payment will constitute a further representation that conditions listed in Section 9.10.2 as precedent to the Contractor's being entitled to final payment have been fulfilled.

**§ 9.10.2** Neither final payment nor any remaining retained percentage shall become due until the Contractor submits to the Architect

(1) an affidavit that payrolls, bills for materials and equipment, and other indebtedness connected with the Work for which the Owner or the Owner's property might be responsible or encumbered (less amounts withheld by Owner) have been paid or otherwise satisfied, a certificate evidencing that insurance required by the Contract Documents to remain in force after final payment is currently in effect, (3) a written statement that the Contractor knows of no reason that the insurance will not be renewable to cover the period required by the Contract Documents, (4) consent of surety, if any, to final payment, (5) documentation of any special warranties, such as manufacturers' warranties or specific Subcontractor warranties, and (6) if required by the Owner, other data establishing payment or satisfaction of obligations, such as receipts and releases and waivers of liens, claims, security interests, or encumbrances arising out of the Contract, to the extent and in such form as may be designated by the Owner. If a Subcontractor refuses to furnish a release or waiver required by the Owner, the Contractor may furnish a bond satisfactory to the Owner to indemnify the Owner against such lien, claim, security interest, or encumbrance. If a lien, claim, security interest, or encumbrance remains unsatisfied after payments are made, the Contractor shall refund to the Owner all money that the Owner may be compelled to pay in discharging the lien, claim, security interest, or encumbrance, including all costs and reasonable attorneys' fees.

**§ 9.10.3** If, after Substantial Completion of the Work, final completion thereof is materially delayed through no fault of the Contractor or by issuance of Change Orders affecting final completion, and the Architect so confirms, the Owner shall, upon application by the Contractor and certification by the Architect, and without terminating the Contract, make payment of the balance due for that portion of the Work fully completed, corrected, and accepted. If the remaining balance for Work not fully completed or corrected is less than retainage stipulated in the Contract Documents, and if bonds have been furnished, the written consent of the surety to payment of the balance due for that portion of the Work fully completed and accepted shall be submitted by the Contractor to the Architect prior to certification of such payment. Such payment shall be made under terms and conditions governing final payment, except that it shall not constitute a waiver of Claims.

**§ 9.10.4** The making of final payment shall constitute a waiver of Claims by the Owner except those arising from

- .1 liens, Claims, security interests, or encumbrances arising out of the Contract and unsettled;
- .2 failure of the Work to comply with the requirements of the Contract Documents;
- .3 terms of special warranties required by the Contract Documents; or
- .4 audits performed by the Owner, if permitted by the Contract Documents, after final payment.

**§ 9.10.5** Acceptance of final payment by the Contractor, a Subcontractor, or a supplier, shall constitute a waiver of claims by that payee except those previously made in writing and identified by that payee as unsettled at the time of final Application for Payment.

**ARTICLE 10 PROTECTION OF PERSONS AND PROPERTY**

**§ 10.1 Safety Precautions and Programs**

The Contractor shall be responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the performance of the Contract.

## **§ 10.2 Safety of Persons and Property**

**§ 10.2.1** The Contractor shall take reasonable precautions for safety of, and shall provide reasonable protection to prevent damage, injury, or loss to

- .1 employees on the Work and other persons who may be affected thereby;
- .2 the Work and materials and equipment to be incorporated therein, whether in storage on or off the site, under care, custody, or control of the Contractor, a Subcontractor, or a Sub-subcontractor; and
- .3 other property at the site or adjacent thereto, such as trees, shrubs, lawns, walks, pavements, roadways, structures, and utilities not designated for removal, relocation, or replacement in the course of construction.

**§ 10.2.2** The Contractor shall comply with, and give notices required by applicable laws, statutes, ordinances, codes, rules and regulations, and lawful orders of public authorities, bearing on safety of persons or property or their protection from damage, injury, or loss.

**§ 10.2.3** The Contractor shall implement, erect, and maintain, as required by existing conditions and performance of the Contract, reasonable safeguards for safety and protection, including posting danger signs and other warnings against hazards; promulgating safety regulations; and notifying the owners and users of adjacent sites and utilities of the safeguards.

**§ 10.2.4** When use or storage of explosives or other hazardous materials or equipment, or unusual methods are necessary for execution of the Work, the Contractor shall exercise utmost care and carry on such activities under supervision of properly qualified personnel.

**§ 10.2.5** The Contractor shall promptly remedy damage and loss (other than damage or loss insured under property insurance required by the Contract Documents) to property referred to in Sections 10.2.1.2 and 10.2.1.3 caused in whole or in part by the Contractor, a Subcontractor, a Sub-subcontractor, or anyone directly or indirectly employed by any of them, or by anyone for whose acts they may be liable and for which the Contractor is responsible under Sections 10.2.1.2 and 10.2.1.3. The Contractor may make a Claim for the cost to remedy the damage or loss to the extent such damage or loss is attributable to acts or omissions of the Owner or Architect or anyone directly or indirectly employed by either of them, or by anyone for whose acts either of them may be liable, and not attributable to the fault or negligence of the Contractor. The foregoing obligations of the Contractor are in addition to the Contractor's obligations under Section 3.18.

**§ 10.2.6** The Contractor shall designate a responsible member of the Contractor's organization at the site whose duty shall be the prevention of accidents. This person shall be the Contractor's superintendent unless otherwise designated by the Contractor in writing to the Owner and Architect.

**§ 10.2.7** The Contractor shall not permit any part of the construction or site to be loaded so as to cause damage or create an unsafe condition.

## **§ 10.2.8 Injury or Damage to Person or Property**

If either party suffers injury or damage to person or property because of an act or omission of the other party, or of others for whose acts such party is legally responsible, notice of the injury or damage, whether or not insured, shall be given to the other party within a reasonable time not exceeding 21 days after discovery. The notice shall provide sufficient detail to enable the other party to investigate the matter.

## **§ 10.3 Hazardous Materials and Substances**

**§ 10.3.1** The Contractor is responsible for compliance with any requirements included in the Contract Documents regarding hazardous materials or substances. If the Contractor encounters a hazardous material or substance not addressed in the Contract Documents and if reasonable precautions will be inadequate to prevent foreseeable bodily injury or death to persons resulting from a material or substance, including but not limited to asbestos or polychlorinated biphenyl (PCB), encountered on the site by the Contractor, the Contractor shall, upon recognizing the condition, immediately stop Work in the affected area and notify the Owner and Architect of the condition.

**§ 10.3.2** Upon receipt of the Contractor's notice, the Owner shall obtain the services of a licensed laboratory to verify the presence or absence of the material or substance reported by the Contractor and, in the event such material or

substance is found to be present, to cause it to be rendered harmless. Unless otherwise required by the Contract Documents, the Owner shall furnish in writing to the Contractor and Architect the names and qualifications of persons or entities who are to perform tests verifying the presence or absence of the material or substance or who are to perform the task of removal or safe containment of the material or substance. The Contractor and the Architect will promptly reply to the Owner in writing stating whether or not either has reasonable objection to the persons or entities proposed by the Owner. If either the Contractor or Architect has an objection to a person or entity proposed by the Owner, the Owner shall propose another to whom the Contractor and the Architect have no reasonable objection. When the material or substance has been rendered harmless, Work in the affected area shall resume upon written agreement of the Owner and Contractor. By Change Order, the Contract Time shall be extended appropriately and the Contract Sum shall be increased by the amount of the Contractor's reasonable additional costs of shutdown, delay, and start-up.

**§ 10.3.3** To the fullest extent permitted by law, the Owner shall indemnify and hold harmless the Contractor, Subcontractors, Architect, Architect's consultants, and agents and employees of any of them from and against claims, damages, losses, and expenses, including but not limited to attorneys' fees, arising out of or resulting from performance of the Work in the affected area if in fact the material or substance presents the risk of bodily injury or death as described in Section 10.3.1 and has not been rendered harmless, provided that such claim, damage, loss, or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the Work itself), except to the extent that such damage, loss, or expense is due to the fault or negligence of the party seeking indemnity.

**§ 10.3.4** The Owner shall not be responsible under this Section 10.3 for hazardous materials or substances the Contractor brings to the site unless such materials or substances are required by the Contract Documents. The Owner shall be responsible for hazardous materials or substances required by the Contract Documents, except to the extent of the Contractor's fault or negligence in the use and handling of such materials or substances.

**§ 10.3.5** The Contractor shall reimburse the Owner for the cost and expense the Owner incurs (1) for remediation of hazardous materials or substances the Contractor brings to the site and negligently handles, or (2) where the Contractor fails to perform its obligations under Section 10.3.1, except to the extent that the cost and expense are due to the Owner's fault or negligence.

**§ 10.3.6** If, without negligence on the part of the Contractor, the Contractor is held liable by a government agency for the cost of remediation of a hazardous material or substance solely by reason of performing Work as required by the Contract Documents, the Owner shall reimburse the Contractor for all cost and expense thereby incurred.

#### **§ 10.4 Emergencies**

In an emergency affecting safety of persons or property, the Contractor shall act, at the Contractor's discretion, to prevent threatened damage, injury, or loss. Additional compensation or extension of time claimed by the Contractor on account of an emergency shall be determined as provided in Article 15 and Article 7.

### **ARTICLE 11 INSURANCE AND BONDS**

#### **§ 11.1 Contractor's Insurance and Bonds**

**§ 11.1.1** The Contractor shall purchase and maintain insurance of the types and limits of liability, containing the endorsements, and subject to the terms and conditions, as described in the Agreement or elsewhere in the Contract Documents. The Contractor shall purchase and maintain the required insurance from an insurance company or insurance companies lawfully authorized to issue insurance in the jurisdiction where the Project is located. The Owner, Architect, and Architect's consultants shall be named as additional insureds under the Contractor's commercial general liability policy or as otherwise described in the Contract Documents.

**§ 11.1.2** The Contractor shall provide surety bonds of the types, for such penal sums, and subject to such terms and conditions as required by the Contract Documents. The Contractor shall purchase and maintain the required bonds from a company or companies lawfully authorized to issue surety bonds in the jurisdiction where the Project is located.

**§ 11.1.3** Upon the request of any person or entity appearing to be a potential beneficiary of bonds covering payment of obligations arising under the Contract, the Contractor shall promptly furnish a copy of the bonds or shall authorize a copy to be furnished.

**§ 11.1.4 Notice of Cancellation or Expiration of Contractor's Required Insurance.** Within three (3) business days of the date the Contractor becomes aware of an impending or actual cancellation or expiration of any insurance required by the Contract Documents, the Contractor shall provide notice to the Owner of such impending or actual cancellation or expiration. Upon receipt of notice from the Contractor, the Owner shall, unless the lapse in coverage arises from an act or omission of the Owner, have the right to stop the Work until the lapse in coverage has been cured by the procurement of replacement coverage by the Contractor. The furnishing of notice by the Contractor shall not relieve the Contractor of any contractual obligation to provide any required coverage.

## **§ 11.2 Owner's Insurance**

**§ 11.2.1** The Owner shall purchase and maintain insurance of the types and limits of liability, containing the endorsements, and subject to the terms and conditions, as described in the Agreement or elsewhere in the Contract Documents. The Owner shall purchase and maintain the required insurance from an insurance company or insurance companies lawfully authorized to issue insurance in the jurisdiction where the Project is located.

**§ 11.2.2 Failure to Purchase Required Property Insurance.** If the Owner fails to purchase and maintain the required property insurance, with all of the coverages and in the amounts described in the Agreement or elsewhere in the Contract Documents, the Owner shall inform the Contractor in writing prior to commencement of the Work. Upon receipt of notice from the Owner, the Contractor may delay commencement of the Work and may obtain insurance that will protect the interests of the Contractor, Subcontractors, and Sub-Subcontractors in the Work. When the failure to provide coverage has been cured or resolved, the Contract Sum and Contract Time shall be equitably adjusted. In the event the Owner fails to procure coverage, the Owner waives all rights against the Contractor, Subcontractors, and Sub-subcontractors to the extent the loss to the Owner would have been covered by the insurance to have been procured by the Owner. The cost of the insurance shall be charged to the Owner by a Change Order. If the Owner does not provide written notice, and the Contractor is damaged by the failure or neglect of the Owner to purchase or maintain the required insurance, the Owner shall reimburse the Contractor for all reasonable costs and damages attributable thereto.

**§ 11.2.3 Notice of Cancellation or Expiration of Owner's Required Property Insurance.** Within three (3) business days of the date the Owner becomes aware of an impending or actual cancellation or expiration of any property insurance required by the Contract Documents, the Owner shall provide notice to the Contractor of such impending or actual cancellation or expiration. Unless the lapse in coverage arises from an act or omission of the Contractor: (1) the Contractor, upon receipt of notice from the Owner, shall have the right to stop the Work until the lapse in coverage has been cured by the procurement of replacement coverage by either the Owner or the Contractor; (2) the Contract Time and Contract Sum shall be equitably adjusted; and (3) the Owner waives all rights against the Contractor, Subcontractors, and Sub-subcontractors to the extent any loss to the Owner would have been covered by the insurance had it not expired or been cancelled. If the Contractor purchases replacement coverage, the cost of the insurance shall be charged to the Owner by an appropriate Change Order. The furnishing of notice by the Owner shall not relieve the Owner of any contractual obligation to provide required insurance.

## **§ 11.3 Waivers of Subrogation**

**§ 11.3.1** The Owner and Contractor waive all rights against (1) each other and any of their subcontractors, sub-subcontractors, agents, and employees, each of the other; (2) the Architect and Architect's consultants; and (3) Separate Contractors, if any, and any of their subcontractors, sub-subcontractors, agents, and employees, for damages caused by fire, or other causes of loss, to the extent those losses are covered by property insurance required by the Agreement or other property insurance applicable to the Project, except such rights as they have to proceeds of such insurance. The Owner or Contractor, as appropriate, shall require similar written waivers in favor of the individuals and entities identified above from the Architect, Architect's consultants, Separate Contractors, subcontractors, and sub-subcontractors. The policies of insurance purchased and maintained by each person or entity agreeing to waive claims pursuant to this section 11.3.1 shall not prohibit this waiver of subrogation. This waiver of subrogation shall be effective as to a person or entity (1) even though that person or entity would otherwise have a duty of indemnification, contractual or otherwise, (2) even though that person or entity did not pay the insurance premium directly or indirectly, or (3) whether or not the person or entity had an insurable interest in the damaged property.

**§ 11.3.2** If during the Project construction period the Owner insures properties, real or personal or both, at or adjacent to the site by property insurance under policies separate from those insuring the Project, or if after final payment property insurance is to be provided on the completed Project through a policy or policies other than those insuring the Project during the construction period, to the extent permissible by such policies, the Owner waives all

rights in accordance with the terms of Section 11.3.1 for damages caused by fire or other causes of loss covered by this separate property insurance.

#### **§ 11.4 Loss of Use, Business Interruption, and Delay in Completion Insurance**

The Owner, at the Owner's option, may purchase and maintain insurance that will protect the Owner against loss of use of the Owner's property, or the inability to conduct normal operations, due to fire or other causes of loss. The Owner waives all rights of action against the Contractor and Architect for loss of use of the Owner's property, due to fire or other hazards however caused.

#### **§11.5 Adjustment and Settlement of Insured Loss**

**§ 11.5.1** A loss insured under the property insurance required by the Agreement shall be adjusted by the Owner as fiduciary and made payable to the Owner as fiduciary for the insureds, as their interests may appear, subject to requirements of any applicable mortgagee clause and of Section 11.5.2. The Owner shall pay the Architect and Contractor their just shares of insurance proceeds received by the Owner, and by appropriate agreements the Architect and Contractor shall make payments to their consultants and Subcontractors in similar manner.

**§ 11.5.2** Prior to settlement of an insured loss, the Owner shall notify the Contractor of the terms of the proposed settlement as well as the proposed allocation of the insurance proceeds. The Contractor shall have 14 days from receipt of notice to object to the proposed settlement or allocation of the proceeds. If the Contractor does not object, the Owner shall settle the loss and the Contractor shall be bound by the settlement and allocation. Upon receipt, the Owner shall deposit the insurance proceeds in a separate account and make the appropriate distributions. Thereafter, if no other agreement is made or the Owner does not terminate the Contract for convenience, the Owner and Contractor shall execute a Change Order for reconstruction of the damaged or destroyed Work in the amount allocated for that purpose. If the Contractor timely objects to either the terms of the proposed settlement or the allocation of the proceeds, the Owner may proceed to settle the insured loss, and any dispute between the Owner and Contractor arising out of the settlement or allocation of the proceeds shall be resolved pursuant to Article 15. Pending resolution of any dispute, the Owner may issue a Construction Change Directive for the reconstruction of the damaged or destroyed Work.

### **ARTICLE 12 UNCOVERING AND CORRECTION OF WORK**

#### **§ 12.1 Uncovering of Work**

**§ 12.1.1** If a portion of the Work is covered contrary to the Architect's request or to requirements specifically expressed in the Contract Documents, it must, if requested in writing by the Architect, be uncovered for the Architect's examination and be replaced at the Contractor's expense without change in the Contract Time.

**§ 12.1.2** If a portion of the Work has been covered that the Architect has not specifically requested to examine prior to its being covered, the Architect may request to see such Work and it shall be uncovered by the Contractor. If such Work is in accordance with the Contract Documents, the Contractor shall be entitled to an equitable adjustment to the Contract Sum and Contract Time as may be appropriate. If such Work is not in accordance with the Contract Documents, the costs of uncovering the Work, and the cost of correction, shall be at the Contractor's expense.

#### **§ 12.2 Correction of Work**

##### **§ 12.2.1 Before Substantial Completion**

The Contractor shall promptly correct Work rejected by the Architect or failing to conform to the requirements of the Contract Documents, discovered before Substantial Completion and whether or not fabricated, installed or completed. Costs of correcting such rejected Work, including additional testing and inspections, the cost of uncovering and replacement, and compensation for the Architect's services and expenses made necessary thereby, shall be at the Contractor's expense.

##### **§ 12.2.2 After Substantial Completion**

**§ 12.2.2.1** In addition to the Contractor's obligations under Section 3.5, if, within one year after the date of Substantial Completion of the Work or designated portion thereof or after the date for commencement of warranties established under Section 9.9.1, or by terms of any applicable special warranty required by the Contract Documents, any of the Work is found to be not in accordance with the requirements of the Contract Documents, the Contractor shall correct it promptly after receipt of notice from the Owner to do so, unless the Owner has previously given the Contractor a written acceptance of such condition. The Owner shall give such notice promptly after discovery of the condition. During the one-year period for correction of Work, if the Owner fails to notify the Contractor and give the

Contractor an opportunity to make the correction, the Owner waives the rights to require correction by the Contractor and to make a claim for breach of warranty. If the Contractor fails to correct nonconforming Work within a reasonable time during that period after receipt of notice from the Owner or Architect, the Owner may correct it in accordance with Section 2.5.

**§ 12.2.2.2** The one-year period for correction of Work shall be extended with respect to portions of Work first performed after Substantial Completion by the period of time between Substantial Completion and the actual completion of that portion of the Work.

**§ 12.2.2.3** The one-year period for correction of Work shall not be extended by corrective Work performed by the Contractor pursuant to this Section 12.2.

**§ 12.2.3** The Contractor shall remove from the site portions of the Work that are not in accordance with the requirements of the Contract Documents and are neither corrected by the Contractor nor accepted by the Owner.

**§ 12.2.4** The Contractor shall bear the cost of correcting destroyed or damaged construction of the Owner or Separate Contractors, whether completed or partially completed, caused by the Contractor's correction or removal of Work that is not in accordance with the requirements of the Contract Documents.

**§ 12.2.5** Nothing contained in this Section 12.2 shall be construed to establish a period of limitation with respect to other obligations the Contractor has under the Contract Documents. Establishment of the one-year period for correction of Work as described in Section 12.2.2 relates only to the specific obligation of the Contractor to correct the Work, and has no relationship to the time within which the obligation to comply with the Contract Documents may be sought to be enforced, nor to the time within which proceedings may be commenced to establish the Contractor's liability with respect to the Contractor's obligations other than specifically to correct the Work.

### **§ 12.3 Acceptance of Nonconforming Work**

If the Owner prefers to accept Work that is not in accordance with the requirements of the Contract Documents, the Owner may do so instead of requiring its removal and correction, in which case the Contract Sum will be reduced as appropriate and equitable. Such adjustment shall be effected whether or not final payment has been made.

## **ARTICLE 13 MISCELLANEOUS PROVISIONS**

### **§ 13.1 Governing Law**

The Contract shall be governed by the law of the place where the Project is located, excluding that jurisdiction's choice of law rules. If the parties have selected arbitration as the method of binding dispute resolution, the Federal Arbitration Act shall govern Section 15.4.

### **§ 13.2 Successors and Assigns**

**§ 13.2.1** The Owner and Contractor respectively bind themselves, their partners, successors, assigns, and legal representatives to covenants, agreements, and obligations contained in the Contract Documents. Except as provided in Section 13.2.2, neither party to the Contract shall assign the Contract as a whole without written consent of the other. If either party attempts to make an assignment without such consent, that party shall nevertheless remain legally responsible for all obligations under the Contract.

**§ 13.2.2** The Owner may, without consent of the Contractor, assign the Contract to a lender providing construction financing for the Project, if the lender assumes the Owner's rights and obligations under the Contract Documents. The Contractor shall execute all consents reasonably required to facilitate the assignment.

### **§ 13.3 Rights and Remedies**

**§ 13.3.1** Duties and obligations imposed by the Contract Documents and rights and remedies available thereunder shall be in addition to and not a limitation of duties, obligations, rights, and remedies otherwise imposed or available by law.

**§ 13.3.2** No action or failure to act by the Owner, Architect, or Contractor shall constitute a waiver of a right or duty afforded them under the Contract, nor shall such action or failure to act constitute approval of or acquiescence in a breach thereunder, except as may be specifically agreed upon in writing.

#### § 13.4 Tests and Inspections

§ 13.4.1 Tests, inspections, and approvals of portions of the Work shall be made as required by the Contract Documents and by applicable laws, statutes, ordinances, codes, rules, and regulations or lawful orders of public authorities. Unless otherwise provided, the Contractor shall make arrangements for such tests, inspections, and approvals with an independent testing laboratory or entity acceptable to the Owner, or with the appropriate public authority, and shall bear all related costs of tests, inspections, and approvals. The Contractor shall give the Architect timely notice of when and where tests and inspections are to be made so that the Architect may be present for such procedures. The Owner shall bear costs of tests, inspections, or approvals that do not become requirements until after bids are received or negotiations concluded. The Owner shall directly arrange and pay for tests, inspections, or approvals where building codes or applicable laws or regulations so require.

§ 13.4.2 If the Architect, Owner, or public authorities having jurisdiction determine that portions of the Work require additional testing, inspection, or approval not included under Section 13.4.1, the Architect will, upon written authorization from the Owner, instruct the Contractor to make arrangements for such additional testing, inspection, or approval, by an entity acceptable to the Owner, and the Contractor shall give timely notice to the Architect of when and where tests and inspections are to be made so that the Architect may be present for such procedures. Such costs, except as provided in Section 13.4.3, shall be at the Owner's expense.

§ 13.4.3 If procedures for testing, inspection, or approval under Sections 13.4.1 and 13.4.2 reveal failure of the portions of the Work to comply with requirements established by the Contract Documents, all costs made necessary by such failure, including those of repeated procedures and compensation for the Architect's services and expenses, shall be at the Contractor's expense.

§ 13.4.4 Required certificates of testing, inspection, or approval shall, unless otherwise required by the Contract Documents, be secured by the Contractor and promptly delivered to the Architect.

§ 13.4.5 If the Architect is to observe tests, inspections, or approvals required by the Contract Documents, the Architect will do so promptly and, where practicable, at the normal place of testing.

§ 13.4.6 Tests or inspections conducted pursuant to the Contract Documents shall be made promptly to avoid unreasonable delay in the Work.

#### § 13.5 Interest

Payments due and unpaid under the Contract Documents shall bear interest from the date payment is due at the rate the parties agree upon in writing or, in the absence thereof, at the legal rate prevailing from time to time at the place where the Project is located.

### ARTICLE 14 TERMINATION OR SUSPENSION OF THE CONTRACT

#### § 14.1 Termination by the Contractor

§ 14.1.1 The Contractor may terminate the Contract if the Work is stopped for a period of 30 consecutive days through no act or fault of the Contractor, a Subcontractor, a Sub-subcontractor, their agents or employees, or any other persons or entities performing portions of the Work, for any of the following reasons:

- 1 Issuance of an order of a court or other public authority having jurisdiction that requires all Work to be stopped;
- 2 An act of government, such as a declaration of national emergency, that requires all Work to be stopped;
- 3 Because the Architect has not issued a Certificate for Payment and has not notified the Contractor of the reason for withholding certification as provided in Section 9.4.1, or because the Owner has not made payment on a Certificate for Payment within the time stated in the Contract Documents; or
- 4 The Owner has failed to furnish to the Contractor reasonable evidence as required by Section 2.2.

§ 14.1.2 The Contractor may terminate the Contract if, through no act or fault of the Contractor, a Subcontractor, a Sub-subcontractor, their agents or employees, or any other persons or entities performing portions of the Work, repeated suspensions, delays, or interruptions of the entire Work by the Owner as described in Section 14.3, constitute in the aggregate more than 100 percent of the total number of days scheduled for completion, or 120 days in any 365-day period, whichever is less.

**§ 14.1.3** If one of the reasons described in Section 14.1.1 or 14.1.2 exists, the Contractor may, upon seven days' notice to the Owner and Architect, terminate the Contract and recover from the Owner payment for Work executed, as well as reasonable overhead and profit on Work not executed, and costs incurred by reason of such termination.

**§ 14.1.4** If the Work is stopped for a period of 60 consecutive days through no act or fault of the Contractor, a Subcontractor, a Sub- subcontractor, or their agents or employees or any other persons or entities performing portions of the Work because the Owner has repeatedly failed to fulfill the Owner's obligations under the Contract Documents with respect to matters important to the progress of the Work, the Contractor may, upon seven additional days' notice to the Owner and the Architect, terminate the Contract and recover from the Owner as provided in Section 14.1.3.

**§ 14.2 Termination by the Owner for Cause**

**§ 14.2.1** The Owner may terminate the Contract if the Contractor

- .1 repeatedly refuses or fails to supply enough properly skilled workers or proper materials;
- .2 fails to make payment to Subcontractors or suppliers in accordance with the respective agreements between the Contractor and the Subcontractors or suppliers;
- .3 repeatedly disregards applicable laws, statutes, ordinances, codes, rules and regulations, or lawful orders of a public authority; or
- .4 otherwise is guilty of substantial breach of a provision of the Contract Documents.

**§ 14.2.2** When any of the reasons described in Section 14.2.1 exist, and upon certification by the Architect that sufficient cause exists to justify such action, the Owner may, without prejudice to any other rights or remedies of the Owner and after giving the Contractor and the Contractor's surety, if any, seven days' notice, terminate employment of the Contractor and may, subject to any prior rights of the surety:

- .1 Exclude the Contractor from the site and take possession of all materials, equipment, tools, and construction equipment and machinery thereon owned by the Contractor;
- .2 Accept assignment of subcontracts pursuant to Section 5.4; and
- .3 Finish the Work by whatever reasonable method the Owner may deem expedient. Upon written request of the Contractor, the Owner shall furnish to the Contractor a detailed accounting of the costs incurred by the Owner in finishing the Work.

**§ 14.2.3** When the Owner terminates the Contract for one of the reasons stated in Section 14.2.1, the Contractor shall not be entitled to receive further payment until the Work is finished.

**§ 14.2.4** If the unpaid balance of the Contract Sum exceeds costs of finishing the Work, including compensation for the Architect's services and expenses made necessary thereby, and other damages incurred by the Owner and not expressly waived, such excess shall be paid to the Contractor. If such costs and damages exceed the unpaid balance, the Contractor shall pay the difference to the Owner. The amount to be paid to the Contractor or Owner, as the case may be, shall be certified by the Initial Decision Maker, upon application, and this obligation for payment shall survive termination of the Contract.

**§ 14.3 Suspension by the Owner for Convenience**

**§ 14.3.1** The Owner may, without cause, order the Contractor in writing to suspend, delay or interrupt the Work, in whole or in part for such period of time as the Owner may determine.

**§ 14.3.2** The Contract Sum and Contract Time shall be adjusted for increases in the cost and time caused by suspension, delay, or interruption under Section 14.3.1. Adjustment of the Contract Sum shall include profit. No adjustment shall be made to the extent

- .1 that performance is, was, or would have been, so suspended, delayed, or interrupted, by another cause for which the Contractor is responsible; or
- .2 that an equitable adjustment is made or denied under another provision of the Contract.

**§ 14.4 Termination by the Owner for Convenience**

**§ 14.4.1** The Owner may, at any time, terminate the Contract for the Owner's convenience and without cause.

**§ 14.4.2** Upon receipt of notice from the Owner of such termination for the Owner's convenience, the Contractor shall

- .1 cease operations as directed by the Owner in the notice;
- .2 take actions necessary, or that the Owner may direct, for the protection and preservation of the Work; and

.3 except for Work directed to be performed prior to the effective date of termination stated in the notice, terminate all existing subcontracts and purchase orders and enter into no further subcontracts and purchase orders.

**§ 14.4.3** In case of such termination for the Owner's convenience, the Owner shall pay the Contractor for Work properly executed; costs incurred by reason of the termination, including costs attributable to termination of Subcontracts; and the termination fee, if any, set forth in the Agreement.

## **ARTICLE 15 CLAIMS AND DISPUTES**

### **§ 15.1 Claims**

#### **§ 15.1.1 Definition**

A Claim is a demand or assertion by one of the parties seeking, as a matter of right, payment of money, a change in the Contract Time, or other relief with respect to the terms of the Contract. The term "Claim" also includes other disputes and matters in question between the Owner and Contractor arising out of or relating to the Contract. The responsibility to substantiate Claims shall rest with the party making the Claim. This Section 15.1.1 does not require the Owner to file a Claim in order to impose liquidated damages in accordance with the Contract Documents.

#### **§ 15.1.2 Time Limits on Claims**

The Owner and Contractor shall commence all Claims and causes of action against the other and arising out of or related to the Contract, whether in contract, tort, breach of warranty or otherwise, in accordance with the requirements of the binding dispute resolution method selected in the Agreement and within the period specified by applicable law, but in any case not more than 10 years after the date of Substantial Completion of the Work. The Owner and Contractor waive all Claims and causes of action not commenced in accordance with this Section 15.1.2.

#### **§ 15.1.3 Notice of Claims**

**§ 15.1.3.1** Claims by either the Owner or Contractor, where the condition giving rise to the Claim is first discovered prior to expiration of the period for correction of the Work set forth in Section 12.2.2, shall be initiated by notice to the other party and to the Initial Decision Maker with a copy sent to the Architect, if the Architect is not serving as the Initial Decision Maker. Claims by either party under this Section 15.1.3.1 shall be initiated within 21 days after occurrence of the event giving rise to such Claim or within 21 days after the claimant first recognizes the condition giving rise to the Claim, whichever is later.

**§ 15.1.3.2** Claims by either the Owner or Contractor, where the condition giving rise to the Claim is first discovered after expiration of the period for correction of the Work set forth in Section 12.2.2, shall be initiated by notice to the other party. In such event, no decision by the Initial Decision Maker is required.

#### **§ 15.1.4 Continuing Contract Performance**

**§ 15.1.4.1** Pending final resolution of a Claim, except as otherwise agreed in writing or as provided in Section 9.7 and Article 14, the Contractor shall proceed diligently with performance of the Contract and the Owner shall continue to make payments in accordance with the Contract Documents.

**§ 15.1.4.2** The Contract Sum and Contract Time shall be adjusted in accordance with the Initial Decision Maker's decision, subject to the right of either party to proceed in accordance with this Article 15. The Architect will issue Certificates for Payment in accordance with the decision of the Initial Decision Maker.

#### **§ 15.1.5 Claims for Additional Cost**

If the Contractor wishes to make a Claim for an increase in the Contract Sum, notice as provided in Section 15.1.3 shall be given before proceeding to execute the portion of the Work that is the subject of the Claim. Prior notice is not required for Claims relating to an emergency endangering life or property arising under Section 10.4.

#### **§ 15.1.6 Claims for Additional Time**

**§ 15.1.6.1** If the Contractor wishes to make a Claim for an increase in the Contract Time, notice as provided in Section 15.1.3 shall be given. The Contractor's Claim shall include an estimate of cost and of probable effect of delay on progress of the Work. In the case of a continuing delay, only one Claim is necessary.

**§ 15.1.6.2** If adverse weather conditions are the basis for a Claim for additional time, such Claim shall be documented by data substantiating that weather conditions were abnormal for the period of time, could not have been reasonably anticipated, and had an adverse effect on the scheduled construction.

**§ 15.1.7 Waiver of Claims for Consequential Damages**

The Contractor and Owner waive Claims against each other for consequential damages arising out of or relating to this Contract. This mutual waiver includes

.1 damages incurred by the Owner for rental expenses, for losses of use, income, profit, financing, business and reputation, and for loss of management or employee productivity or of the services of such persons; and

.2 damages incurred by the Contractor for principal office expenses including the compensation of personnel stationed there, for losses of financing, business and reputation, and for loss of profit, except anticipated profit arising directly from the Work.

This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination in accordance with Article 14. Nothing contained in this Section 15.1.7 shall be deemed to preclude assessment of liquidated damages, when applicable, in accordance with the requirements of the Contract Documents.

**§ 15.2 Initial Decision**

**§ 15.2.1** Claims, excluding those where the condition giving rise to the Claim is first discovered after expiration of the period for correction of the Work set forth in Section 12.2.2 or arising under Sections 10.3, 10.4, and 11.5, shall be referred to the Initial Decision Maker for initial decision. The Architect will serve as the Initial Decision Maker, unless otherwise indicated in the Agreement. Except for those Claims excluded by this Section 15.2.1, an initial decision shall be required as a condition precedent to mediation of any Claim. If an initial decision has not been rendered within 30 days after the Claim has been referred to the Initial Decision Maker, the party asserting the Claim may demand mediation and binding dispute resolution without a decision having been rendered. Unless the Initial Decision Maker and all affected parties agree, the Initial Decision Maker will not decide disputes between the Contractor and persons or entities other than the Owner.

**§ 15.2.2** The Initial Decision Maker will review Claims and within ten days of the receipt of a Claim take one or more of the following actions: (1) request additional supporting data from the claimant or a response with supporting data from the other party, (2) reject the Claim in whole or in part, (3) approve the Claim, (4) suggest a compromise, or (5) advise the parties that the Initial Decision Maker is unable to resolve the Claim if the Initial Decision Maker lacks sufficient information to evaluate the merits of the Claim or if the Initial Decision Maker concludes that, in the Initial Decision Maker's sole discretion, it would be inappropriate for the Initial Decision Maker to resolve the Claim.

**§ 15.2.3** In evaluating Claims, the Initial Decision Maker may, but shall not be obligated to, consult with or seek information from either party or from persons with special knowledge or expertise who may assist the Initial Decision Maker in rendering a decision. The Initial Decision Maker may request the Owner to authorize retention of such persons at the Owner's expense.

**§ 15.2.4** If the Initial Decision Maker requests a party to provide a response to a Claim or to furnish additional supporting data, such party shall respond, within ten days after receipt of the request, and shall either (1) provide a response on the requested supporting data, (2) advise the Initial Decision Maker when the response or supporting data will be furnished, or (3) advise the Initial Decision Maker that no supporting data will be furnished. Upon receipt of the response or supporting data, if any, the Initial Decision Maker will either reject or approve the Claim in whole or in part.

**§ 15.2.5** The Initial Decision Maker will render an initial decision approving or rejecting the Claim, or indicating that the Initial Decision Maker is unable to resolve the Claim. This initial decision shall (1) be in writing; (2) state the reasons therefor; and (3) notify the parties and the Architect, if the Architect is not serving as the Initial Decision Maker, of any change in the Contract Sum or Contract Time or both. The initial decision shall be final and binding on the parties but subject to mediation and, if the parties fail to resolve their dispute through mediation, to binding dispute resolution.

**§ 15.2.6** Either party may file for mediation of an initial decision at any time, subject to the terms of Section 15.2.6.1.

**§ 15.2.6.1** Either party may, within 30 days from the date of receipt of an initial decision, demand in writing that the other party file for mediation. If such a demand is made and the party receiving the demand fails to file for mediation within 30 days after receipt thereof, then both parties waive their rights to mediate or pursue binding dispute resolution proceedings with respect to the initial decision.

**§ 15.2.7** In the event of a Claim against the Contractor, the Owner may, but is not obligated to, notify the surety, if any, of the nature and amount of the Claim. If the Claim relates to a possibility of a Contractor's default, the Owner may, but is not obligated to, notify the surety and request the surety's assistance in resolving the controversy.

**§ 15.2.8** If a Claim relates to or is the subject of a mechanic's lien, the party asserting such Claim may proceed in accordance with applicable law to comply with the lien notice or filing deadlines.

### **§ 15.3 Mediation**

**§ 15.3.1** Claims, disputes, or other matters in controversy arising out of or related to the Contract, except those waived as provided for in Sections 9.10.4, 9.10.5, and 15.1.7, shall be subject to mediation as a condition precedent to binding dispute resolution.

**§ 15.3.2** The parties shall endeavor to resolve their Claims by mediation which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Mediation Procedures in effect on the date of the Agreement. A request for mediation shall be made in writing, delivered to the other party to the Contract, and filed with the person or entity administering the mediation. The request may be made concurrently with the filing of binding dispute resolution proceedings but, in such event, mediation shall proceed in advance of binding dispute resolution proceedings, which shall be stayed pending mediation for a period of 60 days from the date of filing, unless stayed for a longer period by agreement of the parties or court order. If an arbitration is stayed pursuant to this Section 15.3.2, the parties may nonetheless proceed to the selection of the arbitrator(s) and agree upon a schedule for later proceedings.

**§ 15.3.3** Either party may, within 30 days from the date that mediation has been concluded without resolution of the dispute or 60 days after mediation has been demanded without resolution of the dispute, demand in writing that the other party file for binding dispute resolution. If such a demand is made and the party receiving the demand fails to file for binding dispute resolution within 60 days after receipt thereof, then both parties waive their rights to binding dispute resolution proceedings with respect to the initial decision.

**§ 15.3.4** The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

### **§ 15.4 Arbitration**

**§ 15.4.1** If the parties have selected arbitration as the method for binding dispute resolution in the Agreement, any Claim subject to, but not resolved by, mediation shall be subject to arbitration which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Arbitration Rules in effect on the date of the Agreement. The Arbitration shall be conducted in the place where the Project is located, unless another location is mutually agreed upon. A demand for arbitration shall be made in writing, delivered to the other party to the Contract, and filed with the person or entity administering the arbitration. The party filing a notice of demand for arbitration must assert in the demand all Claims then known to that party on which arbitration is permitted to be demanded.

**§ 15.4.1.1** A demand for arbitration shall be made no earlier than concurrently with the filing of a request for mediation, but in no event shall it be made after the date when the institution of legal or equitable proceedings based on the Claim would be barred by the applicable statute of limitations. For statute of limitations purposes, receipt of a written demand for arbitration by the person or entity administering the arbitration shall constitute the institution of legal or equitable proceedings based on the Claim.

**§ 15.4.2** The award rendered by the arbitrator or arbitrators shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.

**§ 15.4.3** The foregoing agreement to arbitrate and other agreements to arbitrate with an additional person or entity duly consented to by parties to the Agreement, shall be specifically enforceable under applicable law in any court having jurisdiction thereof.

**§ 15.4.4 Consolidation or Joinder**

**§ 15.4.4.1** Subject to the rules of the American Arbitration Association or other applicable arbitration rules, either party may consolidate an arbitration conducted under this Agreement with any other arbitration to which it is a party provided that (1) the arbitration agreement governing the other arbitration permits consolidation, (2) the arbitrations to be consolidated substantially involve common questions of law or fact, and (3) the arbitrations employ materially similar procedural rules and methods for selecting arbitrator(s).

**§ 15.4.4.2** Subject to the rules of the American Arbitration Association or other applicable arbitration rules, either party may include by joinder persons or entities substantially involved in a common question of law or fact whose presence is required if complete relief is to be accorded in arbitration, provided that the party sought to be joined consents in writing to such joinder. Consent to arbitration involving an additional person or entity shall not constitute consent to arbitration of any claim, dispute or other matter in question not described in the written consent.

**§ 15.4.4.3** The Owner and Contractor grant to any person or entity made a party to an arbitration conducted under this Section 15.4, whether by joinder or consolidation, the same rights of joinder and consolidation as those of the Owner and Contractor under this Agreement.

Effective January 1, 2019\*

## standard hourly rate schedule

<b>TITLE</b>	<b>RATE/HOUR</b>
Principal Emeritus.....	\$240.00
Principal .....	\$240.00
Principal .....	\$215.00
Architect.....	\$185.00
Architect.....	\$175.00
Architect.....	\$160.00
Architect.....	\$135.00
Architect.....	\$125.00
Architect.....	\$105.00
Architectural Intern .....	\$100.00
Architectural Intern .....	\$95.00
Architectural Intern .....	\$90.00
Architectural Intern .....	\$88.00
Architectural Technician .....	\$125.00
Architectural Technician .....	\$110.00
Architectural Technician .....	\$85.00
Landscape Architect .....	\$160.00
Landscape Architect .....	\$135.00
Landscape Architect .....	\$130.00
Landscape Architect .....	\$125.00
Landscape Architect .....	\$105.00
Landscape Architect .....	\$95.00
Landscape Architectural Intern .....	\$90.00
Landscape Architectural Intern .....	\$88.00
Partner Emeritus.....	\$240.00
Water Resource Engineer.....	\$185.00
Professional Engineer .....	\$215.00
Professional Engineer .....	\$160.00
Engineering Technician.....	\$110.00
Interior Designer .....	\$160.00
Interior Designer .....	\$130.00
Interior Designer .....	\$125.00
Interior Designer .....	\$90.00
Interior Design Intern .....	\$88.00
Lighting Designer.....	\$185.00
Lighting Designer.....	\$110.00
Artist.....	\$130.00
Artist.....	\$95.00
Artist.....	\$88.00
Multi Media Designer.....	\$125.00
Multi Media Designer.....	\$90.00
Videographer .....	\$110.00
Client Development Director .....	\$160.00
Marketing Coordinator .....	\$115.00
Project Administrator .....	\$185.00
Project Manager .....	\$110.00
Project Manager .....	\$86.00
Project Coordinator .....	\$86.00
Office Administrator .....	\$86.00
Office Assistant.....	\$50.00

\*Current hourly rates may be adjusted annually on January 1 of each year.



**RESOLUTION NO. \_\_\_\_**

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA, NEBRASKA RECOMMENDING TO THE NEBRASKA LIQUOR CONTROL COMMISSION, APPROVAL OF A CLASS C LIQUOR LICENSE FOR HEIGHTS DRAFT ROOM LLC DBA HEIGHTS DRAFT ROOM IN LA VISTA, NEBRASKA.

WHEREAS, Heights Draft Room LLC dba Heights Draft Room, 7861 Main Street, Suite H, La Vista, Sarpy County, Nebraska, has applied to the Nebraska Liquor Control Commission for a Class C Liquor License; and

WHEREAS, the Nebraska Liquor Control Commission has notified the City of said application; and

WHEREAS, the City has adopted local licensing standards to be considered in making recommendations to the Nebraska Liquor Control Commission; and

WHEREAS, said licensing standards have been considered by the City Council in making its decision;

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and City Council of La Vista, Nebraska, hereby recommend to the Nebraska Liquor Control Commission approval of a Class C Liquor License submitted by Heights Draft Room LLC dba Heights Draft Room, 7861 Main Street, Suite H, La Vista, Sarpy County, Nebraska.

PASSED AND APPROVED THIS 4TH DAY OF JUNE, 2019.

CITY OF LA VISTA

---

Douglas Kindig, Mayor

ATTEST:

---

Pamela A. Buethe, CMC  
City Clerk



**LA VISTA POLICE DEPARTMENT  
INTER-DEPARTMENT MEMO**

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**TO:** Pam Buethe, City Clerk

**FROM:** Chief Robert S. Lausten

**DATE:** May 28, 2019

**RE:** LOCAL BACKGROUND- LIQUOR LICENSE & MANAGER  
HEIGHTS DRAFT ROOM

**CC:**

---

The police department conducted a check of computerized records for criminal conduct regarding the applicant for the Liquor License and Manager application. Joseph Jones has no criminal convictions in Sarpy County.

As with all Nebraska Retail Liquor Licenses, I am asking that the applicant strictly conform to Nebraska Liquor Control Commission rules and regulations under (Sec 53-131.01) Nebraska Liquor Control Act.

**APPLICATION FOR LIQUOR LICENSE  
RETAIL**

NEBRASKA LIQUOR CONTROL COMMISSION  
301 CENTENNIAL MALL SOUTH  
PO BOX 95046  
LINCOLN, NE 68509-5046  
PHONE: (402) 471-2571  
FAX: (402) 471-2814  
Website: [www.lcc.nebraska.gov/](http://www.lcc.nebraska.gov/)

**RECEIVED**

APR 09 2019

NEBRASKA LIQUOR  
CONTROL COMMISSION

**CLASS OF LICENSE FOR WHICH APPLICATION IS MADE AND FEES  
CHECK DESIRED CLASS**

**RETAIL LICENSE(S)**

**Application Fee \$400 (nonrefundable)**

- A BEER, ON SALE ONLY
- B BEER, OFF SALE ONLY
- C BEER, WINE, DISTILLED SPIRITS, ON AND OFF SALE
- D BEER, WINE, DISTILLED SPIRITS, OFF SALE ONLY
- I BEER, WINE, DISTILLED SPIRITS, ON SALE ONLY
- J LIMITED ALCOHOLIC LIQUOR, OFF SALE – MUST INCLUDE SUPPLEMENTAL FORM 120
- AB BEER, ON AND OFF SALE
- AD BEER ON SALE ONLY, BEER, WINE, DISTILLED SPIRITS OFF SALE
- IB BEER, WINE, DISTILLED SPIRITS ON SALE, BEER OFF SALE ONLY

Class K Catering license (requires catering application form 106) \$100.00

Additional fees will be assessed at city/village or county level when license is issued

Class C license term runs from November 1 – October 31

All other licenses run from May 1 – April 30

Catering license (K) expires same as underlying retail license

**CHECK TYPE OF LICENSE FOR WHICH YOU ARE APPLYING**

- Individual License (requires insert 1 FORM 104)
- Partnership License (requires insert 2 FORM 105)
- Corporate License (requires insert 3a FORM 101 & 3c FORM 103)
- Limited Liability Company (LLC) (requires form 3b FORM 102 & 3c FORM 103)

**NAME OF ATTORNEY OR FIRM ASSISTING WITH APPLICATION (if applicable)**

Commission will call this person with any questions we may have on this application

Name Pat Sullivan Phone number: 402-339-9550

Firm Name Adams & Sullivan

**PREMISES INFORMATION**Trade Name (doing business as) Heights Draft RoomStreet Address #1 7861 Main Street Suite H

Street Address #2 \_\_\_\_\_

City La Vista County Sarpy Zip Code 68128Premises Telephone number 402-680-0652Business e-mail address jjones12001@gmail.comIs this location inside the city/village corporate limits: YES X NO \_\_\_\_\_

Mailing address (where you want to receive mail from the Commission)

Name Joey JonesStreet Address #1 1007 Wicklow Rd

Street Address #2 \_\_\_\_\_

City Papillion State NE Zip Code 68046**DESCRIPTION AND DIAGRAM OF THE STRUCTURE TO BE LICENSED****READ CAREFULLY**

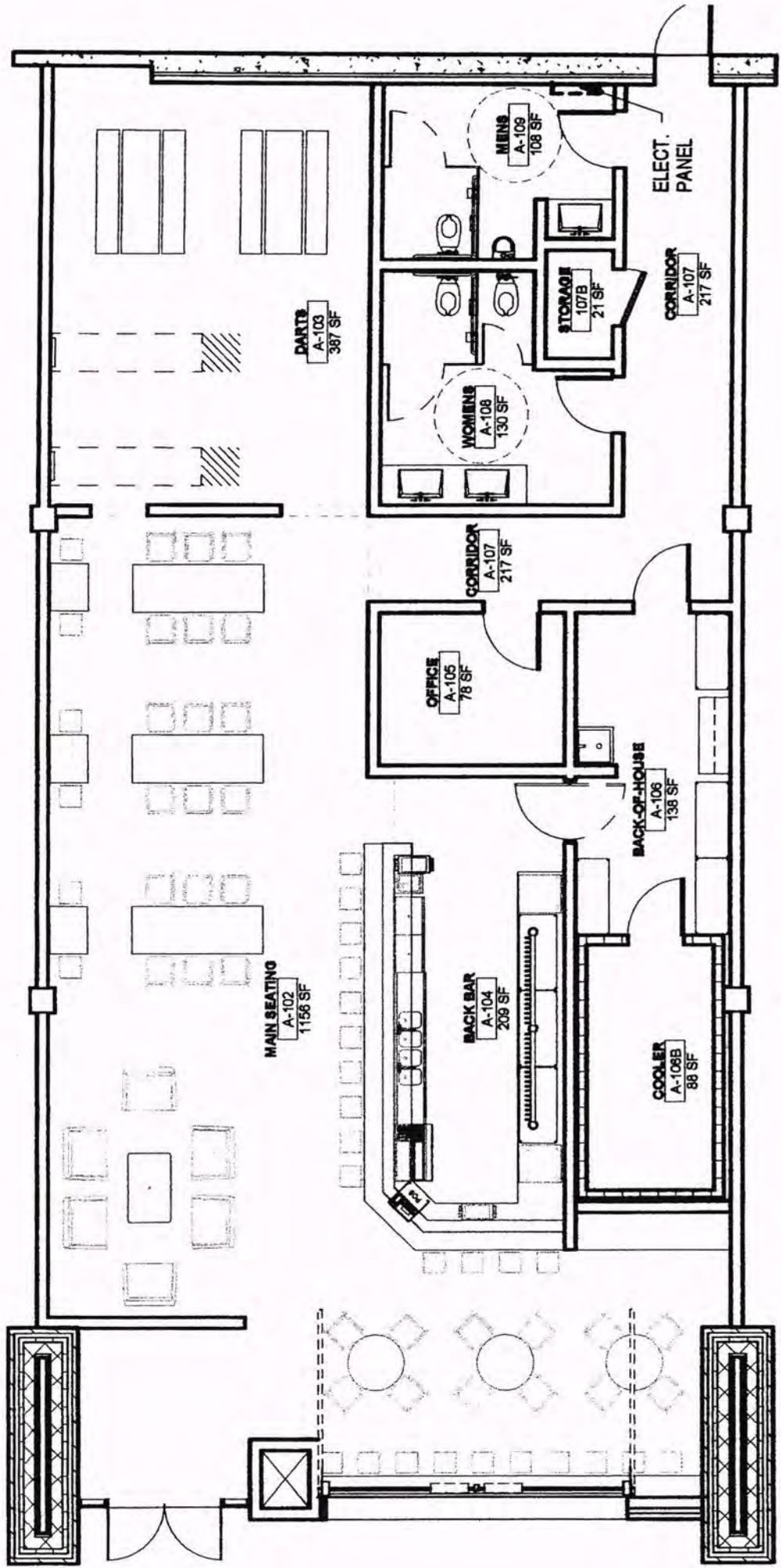
In the space provided or on an attachment draw the area to be licensed. This should include storage areas, basement, outdoor area, sales areas and areas where consumption or sales of alcohol will take place. If only a portion of the building is to be covered by the license, you must still include dimensions (length x width) of the licensed area as well as the dimensions of the entire building. No blue prints please. **Be sure to indicate the direction north and number of floors of the building.**

\*\*For on premises consumption liquor licenses minimum standards must be met by providing at least two restrooms

Building: length 74'9 x width 36'8 in feetIs there a basement? Yes \_\_\_\_\_ No X If yes, length \_\_\_\_\_ x width \_\_\_\_\_ in feetIs there an outdoor area? Yes \_\_\_\_\_ No X If yes, length \_\_\_\_\_ x width \_\_\_\_\_ in feet

PROVIDE DIAGRAM OF AREA TO BE LICENSED BELOW OR ATTACH SEPARATE SHEET

One floor

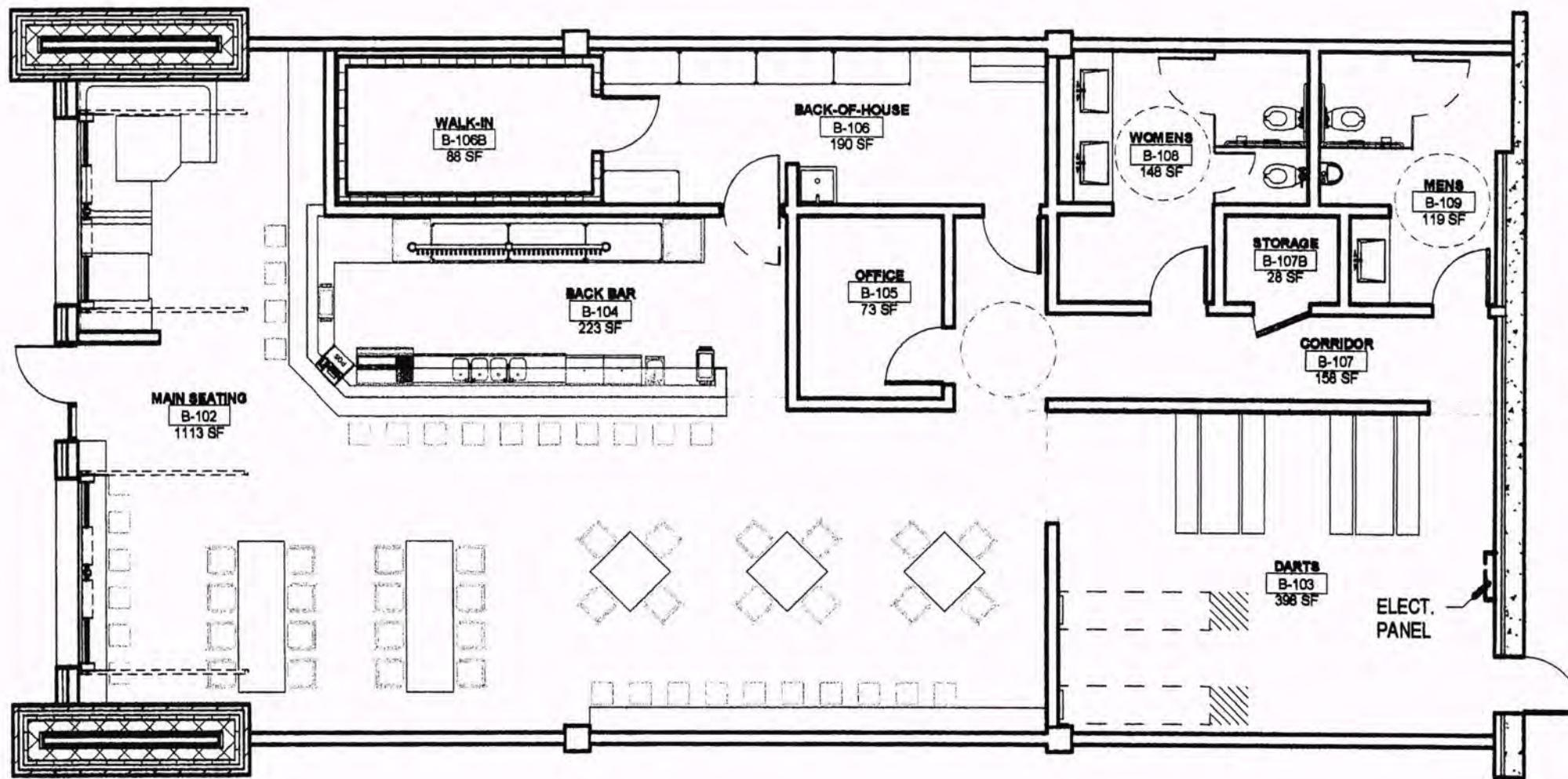


1 Layout A - South Wall Bar  
A 1/8" = 1'-0"

Project Name

TACKarchitects

A



1 Layout B - North Wall Bar

B 1/8" = 1'-0"

Project Name

**TACK**architects

B

**APPLICANT INFORMATION****READ CAREFULLY. ANSWER COMPLETELY AND ACCURATELY §53-125(5)**

Has anyone who is a party to this application, or their spouse, EVER been convicted of or plead guilty to any charge. Charge means any charge alleging a felony, misdemeanor, violation of a federal or state law; a violation of a local law, ordinance or resolution. List the nature of the charge, where the charge occurred and the year and month of the conviction or plea. Also list any charges pending at the time of this application. If more than one party, please list charges by each individual's name. Include traffic violations. Commission must be notified of any arrests and/or convictions that may occur after the date of signing this application.

       YES  X   NO

If yes, please explain below or attach a separate page

Name of Applicant	Date of Conviction (mm/yyyy)	Where Convicted (city & state)	Description of Charge	Disposition

2. Are you buying the business of a current retail liquor license?

       YES  X   NO

If yes, give name of business and liquor license number \_\_\_\_\_

- a) Submit a copy of the sales agreement
- b) Include a list of alcohol being purchased, list the name brand, container size and how many
- c) Submit a list of the furniture, fixtures and equipment

3. Was this premise licensed as liquor licensed business within the last two (2) years?

       YES  X   NO

If yes, give name and license number \_\_\_\_\_

4. Are you filing a temporary operating permit (TOP) to operate during the application process?

       YES  X   NO

If yes:

- a) Attach temporary operating permit (TOP) (Form 125)
- b) TOP will only be accepted at a location that currently holds a valid liquor license.

5. Are you borrowing any money from any source, include family or friends, to establish and/or operate the business?

YES  NO

If yes, list the lender(s) Pinnacle Bank

6. Will any person or entity, other than applicant, be entitled to a share of the profits of this business?

YES  NO

If yes, explain. (all involved persons must be disclosed on application)

Michael & Kathy Jones, Justin & Whitney Jones, Joey Jones, Jared Jones  
**No silent partners**

7. Will any of the furniture, fixtures and equipment to be used in this business be owned by others?

YES  NO

If yes, list such item(s) and the owner. \_\_\_\_\_

8. Is premises to be licensed within 150 feet of a church, school, hospital, home for the aged or indigent persons or for veterans, their wives, and children, or within 300 feet of a college or university campus?

YES  NO

If yes, provide name and address of such institution and where it is located in relation to the premises (Neb. Rev. Stat. 53-177)(1)

Provide letter of support or opposition, see FORM 134 – church or FORM 135 – campus

9. Is anyone listed on this application a law enforcement officer?

YES  NO

If yes, list the person, the law enforcement agency involved and the person's exact duties.

10. List the primary bank and/or financial institution (branch if applicable) to be utilized by the business.

a) List the individual(s) who will be authorized to write checks and/or withdrawals on accounts at this institution.

Pinnacle Bank a) Joey Jones & Michael Jones

11. List all past and present liquor licenses held in Nebraska or any other state by any person named in this application. Include license holder name, location of license and license number. Also list reason for termination of any license(s) previously held.

N/A

12. List the alcohol related training and/or experience (when and where) of the person(s) making application. Those persons required are listed as followed:

- Individual: Applicant and spouse; spouse is exempt if they filed Form 116 – Affidavit of Non-Participation.
- Partnership: All partners and spouses, spouses are exempt if they filed Form 116 – Affidavit of Non-Participation.
- Limited Liability Company: All member of LLC, Manager and all spouses; spouses are exempt if they filed Form 116 – Affidavit of Non-Participation.
- Corporation: President, Stockholders holding 25% or more of shares, Manager and all spouses; spouses are exempt if they filed Form 116 – Affidavit of Non-Participation.

NLCC certified training program completed:

Applicant Name	Date (mm/yyyy)	Name of program (attach copy of course completion certificate)
Joseph Jones	1/30/18	State & City Alcohol Permit

List of NLCC certified training programs

Experience:

Applicant Name/Job Title	Date of Employment:	Name & Location of Business
Joseph Jones	Dec 2017	Happy Raven, Lincoln, NE

13. If the property for which this license is sought is owned, submit a copy of the deed, or proof of ownership. If leased, submit a copy of the lease covering the entire license year. **Documents must show title or lease held in name of applicant as owner or lessee in the individual(s) or corporate name for which the application is being filed.**

Lease: expiration date \_\_\_\_\_  
 Deed  
 Purchase Agreement

14. When do you intend to open for business? June 1, 2019

15. What will be the main nature of business? Bar / Tavern

16. What are the anticipated hours of operation? 12 pm - 2 am

17. List the principal residence(s) for the past 10 years for all persons required to sign, including spouses.

RESIDENCES FOR THE PAST 10 YEARS, APPLICANT AND SPOUSE MUST COMPLETE					
APPLICANT: CITY & STATE	YEAR FROM TO		SPOUSE: CITY & STATE	YEAR FROM TO	
Joseph Jones Lincoln, NE	2012	2018			
Michael Jones Papillion, NE	1996	2018	Kathy Jones Papillion, NE	1996	2018
Justin Jones, Chicago, IL	2010	2018	Whitney Jones, Chicago IL	2010	2018
Justin Jones, Las Vegas, NV	2018	2018	Whitney Jones, Las Vegas NV	2018	2018
Joseph Jones Papillion, NE	1996	2010			
Joseph Jones Texarkana, TX	2010	2012			

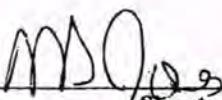
If necessary attach a separate sheet.

The undersigned applicant(s) hereby consent(s) to an investigation of his/her background and release present and future records of every kind and description including police records, tax records (State and Federal), and bank or lending institution records, and said applicant(s) and spouse(s) waive(s) any right or causes of action that said applicant(s) or spouse(s) may have against the Nebraska Liquor Control Commission, the Nebraska State Patrol, and any other individual disclosing or releasing said information. Any documents or records for the proposed business or for any partner or stockholder that are needed in furtherance of the application investigation of any other investigation shall be supplied immediately upon demand to the Nebraska Liquor Control Commission or the Nebraska State Patrol. The undersigned understand and acknowledge that any license issued, based on the information submitted in this application, is subject to cancellation if the information contained herein is incomplete, inaccurate or fraudulent.

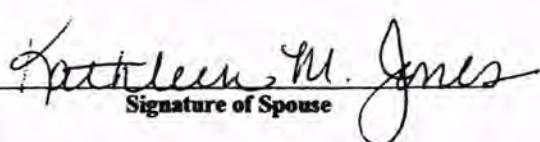
Individual applicants agree to supervise in person the management and operation of the business and that they will operate the business authorized by the license for themselves and not as an agent for any other person or entity. Corporate applicants agree the approved manager will superintend in person the management and operation of the business. Partnership applicants agree one partner shall superintend the management and operation of the business. All applicants agree to operate the licensed business within all applicable laws, rules, regulations, and ordinances and to cooperate fully with any authorized agent of the Nebraska Liquor Control Commission.

**Applicant Notification and Record Challenge:** Your fingerprints will be used to check the criminal history records of the FBI. You have the opportunity to complete or challenge the accuracy of the information contained in FBI identification record. The procedures for obtaining a change, correction, or updating an FBI identification record are set forth in Title 28, CFR, 16.34.

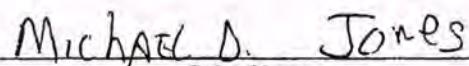
Must be signed in the presence of a notary public by applicant(s) and spouse(s). See guideline for required signatures



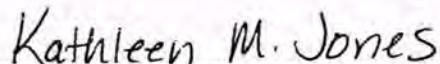
Signature of Applicant



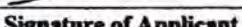
Signature of Spouse



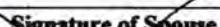
Print Name



Print Name



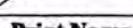
Signature of Applicant



Signature of Spouse



Print Name

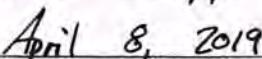


Print Name

#### ACKNOWLEDGEMENT

State of Nebraska

County of Sequoia

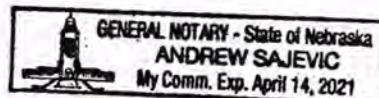


date

by Michael D. Jones, Kathleen M. Jones, Joseph D. Jones  
name of person(s) acknowledged (individual(s) signing)



Notary Public signature



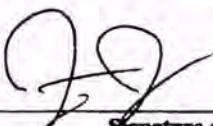
In compliance with the ADA, this application is available in other formats for persons with disabilities.  
A ten day advance period is required in writing to produce the alternate format.

The undersigned applicant(s) hereby consent(s) to an investigation of his/her background and release present and future records of every kind and description including police records, tax records (State and Federal), and bank or lending institution records, and said applicant(s) and spouse(s) waive(s) any right or cause of action that said applicant(s) or spouse(s) may have against the Nebraska Liquor Control Commission, the Nebraska State Patrol, and any other individual disclosing or releasing said information. Any documents or records for the proposed business or for any partner or stockholder that are needed in furtherance of the application investigation of any other investigation shall be supplied immediately upon demand to the Nebraska Liquor Control Commission or the Nebraska State Patrol. The undersigned understand and acknowledge that any license issued, based on the information submitted in this application, is subject to cancellation if the information contained herein is incomplete, inaccurate or fraudulent.

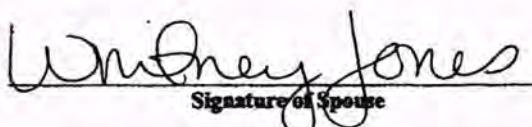
Individual applicants agree to supervise in person the management and operation of the business and that they will operate the business authorized by the license for themselves and not as an agent for any other person or entity. Corporate applicants agree the approved manager will superintend in person the management and operation of the business. Partnership applicants agree one partner shall superintend the management and operation of the business. All applicants agree to operate the licensed business within all applicable laws, rules, regulations, and ordinances and to cooperate fully with any authorized agent of the Nebraska Liquor Control Commission.

**Applicant Notification and Record Challenge:** Your fingerprints will be used to check the criminal history records of the FBI. You have the opportunity to complete or challenge the accuracy of the information contained in FBI identification record. The procedures for obtaining a change, correction, or updating an FBI identification record are set forth in Title 28, CFR, 16.34.

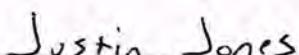
Must be signed in the presence of a notary public by applicant(s) and spouse(s). See guideline for required signatures



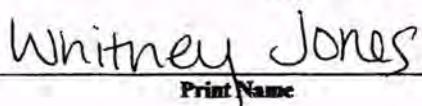
Signature of Applicant



Signature of Spouse



Print Name



Print Name

Signature of Applicant

Signature of Spouse

Print Name

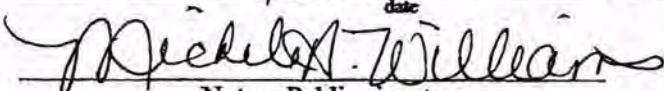
Print Name

#### ACKNOWLEDGEMENT

State of Nebraska Nevada  
County of Clark

March 19, 2019 date

by Justin Michael Jones & Whitney Kraus Jones  
name of person(s) acknowledged (individual(s) signing)



Notary Public signature



MICHELE A. WILLIAMS  
Notary Public State of Nevada  
No. 05-99624-1  
My Appl. Exp. Auguts 29, 2021

In compliance with the ADA, this application is available in other formats for persons with disabilities.  
A ten day advance period is required in writing to produce the alternate format.

**APPLICATION FOR LIQUOR LICENSE  
LIMITED LIABILITY COMPANY (LLC)  
INSERT - FORM 3b**

NEBRASKA LIQUOR CONTROL COMMISSION  
101 CENTENNIAL MALL SOUTH  
PO BOX 95046  
LINCOLN, NE 68509-5046  
PHONE: (402) 471-2571  
FAX: (402) 471-2814  
Website: [www.lcc.nebraska.gov](http://www.lcc.nebraska.gov)

Office Use

**RECEIVED**

APR 09 2019

NEBRASKA LIQUOR  
CONTROL COMMISSION

All members including spouse(s), are required to adhere to the following requirements:

- 1) All members spouse(s) must be listed
- 2) Managing/Contact member and all members holding over 25% interest and their spouse(s) (if applicable) must submit fingerprints. See Form 147 for further information, this form MUST be included with your application.
- 3) Managing/Contact member and all members holding over 25 % shares of stock and their spouse (if applicable) must sign the signature page of the Application for License form 100 (even if a spousal affidavit has been submitted)

Attach copy of Articles of Organization (must show electronic stamp or barcode receipt by Secretary of States office)

Name of Registered Agent: SEAN Moyle

Name of Limited Liability Company that will hold license as listed on the Articles of Organization

Heights Draft Room

LLC Address: 7861 Main Street Suite H

City: La Vista State: NE Zip Code: 68128

LLC Phone Number: 402-680-0652 LLC Fax Number: \_\_\_\_\_

Name of Managing/Contact Member

Name and information of contact member must be listed on following page

Last Name: Jones First Name: Joseph MI: D

Home Address: 3149 Fletcher Ave Apt 309 City: Lincoln,

State: NE Zip Code: 68504 Home Phone Number: \_\_\_\_\_

  
Signature of Managing/Contact Member

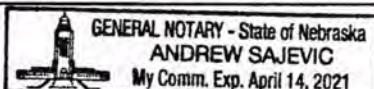
**ACKNOWLEDGEMENT**

State of Nebraska  
County of Sarpy The foregoing instrument was acknowledged before me this

April 8, 2019  
Date

by Joseph D. Jones  
name of person acknowledge

Affix Seal



List names of all members and their spouses (even if a spousal affidavit has been submitted)

Last Name: Jones First Name: Joseph MI: D

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ *7/18/5*

Spouse Full Name (indicate N/A if single): \_\_\_\_\_

Spouse Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Percentage of member ownership 33%

---

Last Name: Jones First Name: Michael MI: D

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Spouse Full Name (indicate N/A if single): Kathleen Jones *1/18/5*

Spouse Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Percentage of member ownership 33%

---

Last Name: Jones First Name: Justin MI: M

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ *5/20/5*

Spouse Full Name (indicate N/A if single): Whitney Jones

Spouse Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Percentage of member ownership 33%

---

Last Name: Jones First Name: ~~Michael~~ MI: W

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Spouse Full Name (indicate N/A if single): \_\_\_\_\_

Spouse Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Percentage of member ownership 1%

**MANAGER APPLICATION  
INSERT - FORM 3c**

NEBRASKA LIQUOR CONTROL COMMISSION  
301 CENTENNIAL MALL SOUTH  
PO BOX 95046  
LINCOLN, NE 68509-5046  
PHONE: (402) 471-2571  
FAX: (402) 471-2814  
Website: [www.lcc.nebraska.gov](http://www.lcc.nebraska.gov)

Office Use

**RECEIVED**

APR 09 2019

NEBRASKA LIQUOR  
CONTROL COMMISSION

**MUST BE:**

- ✓ Include copy of US birth certificate, naturalization paper or current US passport
- ✓ Nebraska resident. Include copy of voter registration card or print out document from Secretary of State website
- ✓ Fingerprinted. See form 147 for further information, read form carefully to avoid delays in processing, this form **MUST** be included with your application
- ✓ 21 years of age or older

---

**Corporation/LLC information**

Name of Corporation/LLC: Heights Draft Room

---

**Premise information**

Liquor License Number: \_\_\_\_\_ Class Type C (if new application leave blank)

Premise Trade Name/DBA: Heights Draft Room

Premise Street Address: 7861 Main Street Suite H

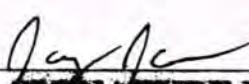
City: La Vista County: Sarpy Zip Code: 68128

Premise Phone Number: 402-680-0652

Premise Email address: jjones12001@gmail.com

---

**The individual whose name is listed as a corporate officer or managing member as reported on insert form 3a or 3b or listed with the Commission. To see authorized officers or members search your license information here.**

  
**SIGNATURE REQUIRED BY CORPORATE OFFICER / MANAGING MEMBER**

(Faxed signatures are acceptable)

**Manager's information must be completed below PLEASE PRINT CLEARLY**

Last Name: Jones First Name: Joseph MI: D

Home Address: 3149 Fletcher Ave Apt 309

City: Lincoln County: Lancaster Zip Code: 68504

Home Phone Number: \_\_\_\_\_

Driver's License Number & State: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Date Of Birth: \_\_\_\_\_ Place Of Birth: \_\_\_\_\_

Email address: jjones12001@gmail.com

**Are you married? If yes, complete spouse's information (Even if a spousal affidavit has been submitted)**

YES

NO

**Spouse's information**

Spouses Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Driver's License Number & State: \_\_\_\_\_

Date Of Birth: \_\_\_\_\_ Place Of Birth: \_\_\_\_\_

**APPLICANT & SPOUSE MUST LIST RESIDENCE(S) FOR THE PAST TEN (10) YEARS**  
**APPLICANT** **SPOUSE**

CITY & STATE	YEAR FROM	YEAR TO	CITY & STATE	YEAR FROM	YEAR TO
Lincoln, NE	2012	2018			
Texarkana, TX	2010	2012			
Papillion, NE	201996	2010			

## MANAGER'S LAST TWO EMPLOYERS

YEAR FROM	TO	NAME OF EMPLOYER	NAME OF SUPERVISOR	TELEPHONE NUMBER
2015	2018	Concrete Carrier Corp	Ryan Allington	800-998-8000
2012	2015	Buckle	Kirby Baker	402-466-3164

### 1. READ CAREFULLY. ANSWER COMPLETELY AND ACCURATELY.

Must be completed by both applicant and spouse, unless spouse has filed an affidavit of non-participation.

Has anyone who is a party to this application, or their spouse, **EVER** been convicted of or plead guilty to any charge. Charge means any charge alleging a felony, misdemeanor, violation of a federal or state law; a violation of a local law, ordinance or resolution. List the nature of the charge, where the charge occurred and the year and month of the conviction or plea, **include traffic violations**. Also list any charges pending at the time of this application. If more than one party, please list charges by each individual's name. Commission must be notified of any arrests and/or convictions that may occur after the date of signing this application.

YES       NO

If yes, please explain below or attach a separate page.

Name of Applicant	Date of Conviction (mm/yyyy)	Where Convicted (City & State)	Description of Charge	Disposition
Michael Jones	2017	Lincoln, NE	IMPROPER LANE CHANGE	TOOK SCHOOL CLASS
Whitney Jones	2004	Fishers, IN	SPEEDING	FINED CAN'T REACH TOTAL

2. Have you or your spouse ever been approved or made application for a liquor license in Nebraska or any other state?

YES       NO

IF YES, list the name of the premise(s):

---

3. Do you, as a manager, qualify under Nebraska Liquor Control Act (§53-131.01) and do you intend to supervise, in person, the management of the business?

YES       NO

4. List the alcohol related training and/or experience (when and where) of the person making application.

\*NLCC Training Certificate Issued: \_\_\_\_\_ Name on Certificate: \_\_\_\_\_

Applicant Name	Date (mm/yyyy)	Name of program (attach copy of course completion certificate)
Joseph Jones	1/30/18	State & City Alcohol Permit

\*For list of NLCC Certified Training Programs see training

Experience:

Applicant Name / Job Title	Date of Employment:	Name & Location of Business:
Joseph Jones / Bar tender	1/1/18	Happy Raven, Lincoln, NE

5. Have you enclosed form 147 regarding fingerprints?

YES       NO

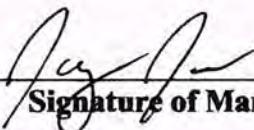
## PERSONAL OATH AND CONSENT OF INVESTIGATION

The above individual(s), being first duly sworn upon oath, deposes and states that the undersigned is the applicant and/or spouse of applicant who makes the above and foregoing application that said application has been read and that the contents thereof and all statements contained therein are true. If any false statement is made in any part of this application, the applicant(s) shall be deemed guilty of perjury and subject to penalties provided by law. (Sec §53-131.01) Nebraska Liquor Control Act.

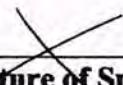
The undersigned applicant hereby consents to an investigation of his/her background including all records of every kind and description including police records, tax records (State and Federal), and bank or lending institution records, and said applicant and spouse waive any rights or causes of action that said applicant or spouse may have against the Nebraska Liquor Control Commission and any other individual disclosing or releasing said information to the Nebraska Liquor Control Commission. If spouse has **NO** interest directly or indirectly, a spousal affidavit of non-participation may be attached.

The undersigned understand and acknowledge that any license issued, based on the information submitted in this application, is subject to cancellation if the information contained herein is incomplete, inaccurate, or fraudulent.

**Applicant Notification and Record Challenge:** Your fingerprints will be used to check the criminal history records of the FBI. You have the opportunity to complete or challenge the accuracy of the information contained in FBI identification record. The procedures for obtaining a change, correction, or updating an FBI identification record are set forth in Title 28, CFR, 16.34.



Signature of Manager Applicant

  
Signature of Spouse

### ACKNOWLEDGEMENT

State of Nebraska

County of Sarpy

The foregoing instrument was acknowledged before me this

April 8, 2019  
date

by

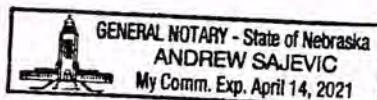
Joseph D. Jones

NAME OF PERSON BEING ACKNOWLEDGED



Notary Public signature

Affix Seal



In compliance with the ADA, this application is available in other formats for persons with disabilities. A ten day advance period is required in writing to produce the alternate format.

**CITY OF LA VISTA**  
**MAYOR AND CITY COUNCIL REPORT**  
**JUNE 4, 2019 AGENDA**

<b>Subject:</b>	<b>Type:</b>	<b>Submitted By:</b>
AUTHORIZATION TO PURCHASE – COMPUTER EQUIPMENT	◆ RESOLUTION ORDINANCE RECEIVE/FILE	KEVIN L. POKORNY DIRECTOR OF ADMINISTRATIVE SERVICES

**SYNOPSIS**

A resolution has been prepared to approve the purchase of an upgrade to the Barracuda Web Filter from MNJ Technologies Direct, Inc. in an amount not to exceed \$9,440.

**FISCAL IMPACT**

The FY19 IT budget has funding for the recommended purchases.

**RECOMMENDATION**

Approval.

**BACKGROUND**

For website security, the City currently utilizes Barracuda Web Filter. An upgrade to the system is necessary in order to continue to provide content filtering, full web protection, blocking ransomware, malware and malicious domains for users on and off the network.

**RESOLUTION NO. \_\_\_\_**

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA, NEBRASKA, AUTHORIZING THE PURCHASE OF BARRACUDA WEB FILTER FROM MNJ TECHNOLOGIES DIRECT, INC., BUFFALO GROVE, ILLINOIS, IN AN AMOUNT NOT TO EXCEED \$9,440.00.

WHEREAS, the City Council of the City of La Vista has determined that the updates, renewal, and replacement purchase of the Barracuda Web Filter are necessary; and

WHEREAS, the FY19/20 Biennial Budget provides funding for the proposed purchase; and

WHEREAS, Subsection (C) (9) of Section 31.23 of the La Vista Municipal Code requires that the city administrator secure Council approval prior to authorizing any purchase over \$5,000.00;

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and City Council of La Vista, Nebraska, do hereby authorize the purchase of Barracuda Web Filter from MNJ Technologies Direct, Inc., Buffalo Grove, Illinois in an amount not to exceed \$9,440.00.

PASSED AND APPROVED THIS 4TH DAY OF JUNE, 2019.

CITY OF LA VISTA

---

Douglas Kindig, Mayor

ATTEST:

---

Pamela A. Buethe, CMC  
City Clerk



## QUOTE

DATE

QUOTE NO

04/10/2019

0001174298

MNJ Technologies Direct, Inc.  
1025 Busch Pkwy  
Buffalo Grove, IL 60089-4504  
(847) 634-0700

P.O.:

PRINTED: Apr 10, 2019 7:49 pm  
ORDERED BY: KEVIN L POKORNY

SALESPERSON:	Jimmy Lochner
EMAIL:	jlochner@mnjtech.com
PHONE NO:	(847) 876-8841
EXT:	8341

**BILL TO:** (00-5008361)  
CITY OF LA VISTA  
8116 PARK VIEW BLVD  
KEVIN POKORMY  
La Vista, NE 68128

**SHIP TO:** (SARP)  
SARPY COUNTY  
1210 GOLDEN GATE DR, SUITE 1130  
Papillion, NE 68046

ATTN:

ATTN: KEVIN L POKORNY  
Phn: 4023314343  
Email: kpokorny@cityoflavista.org

LN	PRODUCT	QTY ORD	DESCRIPTION	PRICE (\$)	AMOUNT (\$)
1	MNJ9101898	1	Barracuda Energize Updates - 1 Year - Service - 24 x 7 - Technical - Electronic Service - 24 x 7 - Technical - Electronic Service  MFG PART NO. :BBS690A-E1	1,890.00	1,890.00
2	MNJ768399	1	Barracuda Instant Replacement - 1 Year - Service - 24 x 7 x 1 Business Day - Exchange - Electronic and Physical Service  MFG PART NO. :BBS690A-H1	2,310.00	2,310.00
3	MNJ9768849	1	Barracuda Backup Server- 1 Year -  MFG PART NO. :BBS690A-B1	5,240.00	5,240.00

Net Order:	\$9,440.00
Estimated Sales Tax:	\$0.00
Shipping Charges:	\$0.00
Total:	\$9,440.00
Less Deposit:	\$0.00
Order Balance:	\$9,440.00

Thanks for the opportunity. We appreciate all your business

SHIP VIA

FOB

TERMS

FEDEX GROUND

Net 30 Days

**CITY OF LA VISTA**  
**MAYOR AND CITY COUNCIL REPORT**  
**JUNE 4, 2019 AGENDA**

<b>Subject:</b>	<b>Type:</b>	<b>Submitted By:</b>
SURPLUS EQUIPMENT	◆ RESOLUTION ORDINANCE RECEIVE/FILE	JEFF CALENTINE DEPUTY DIRECTOR OF PUBLIC WORKS

**SYNOPSIS**

A resolution has been prepared declaring property as surplus and authorizing its sale.

**FISCAL IMPACT**

The revenue from the sale of surplus equipment will be receipted into the General Fund.

**RECOMMENDATION**

Approval

**BACKGROUND**

The following equipment will potentially be replaced with two gas powered carts depending on revenue received from the sale of the electric carts:

YEAR	MAKE	MODEL	SERIAL #	YEAR	MAKE	MODEL	SERIAL #
2009	CLUBCAR	DS	AQ0947-068622	2011	CLUBCAR	DS	AQ1134-219346
2009	CLUBCAR	DS	AQ0947-068623	2011	CLUBCAR	DS	AQ1134-219347
2009	CLUBCAR	DS	AQ0947-068624	2011	CLUBCAR	DS	AQ1134-219348
2009	CLUBCAR	DS	AQ0947-068625	2012	CLUBCAR	DS	AQ1237-311409
2009	CLUBCAR	DS	AQ0947-068626	2012	CLUBCAR	DS	AQ1237-311423
2009	CLUBCAR	DS	AQ0947-068627	2012	CLUBCAR	DS	AQ1237-311424
2009	CLUBCAR	DS	AQ0947-068628	2012	CLUBCAR	DS	AQ1237-311432
2009	CLUBCAR	DS	AQ0947-068629	2013	CLUBCAR	PRECEDENT	PH1340-406295
2011	CLUBCAR	DS	AQ1134-219344	2013	CLUBCAR	PRECEDENT	PH1340-406296
2011	CLUBCAR	DS	AQ1134-219345				

**RESOLUTION NO. \_\_\_\_**

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA, NEBRASKA DECLARING PROPERTY AS SURPLUS AND AUTHORIZING ITS SALE.

WHEREAS, City Staff has recognized 19 pieces of equipment located at the Public Works Facility to be surplused; and

WHEREAS, the City Administrator and Director of Public Works recommend that the above-mentioned items be declared surplus and sold;

NOW, THEREFORE BE IT RESOLVED, by the Mayor and City Council that 19 pieces of equipment located at the Public Works Facility be declared surplus property and sold.

AND BE IT FURTHER RESOLVED that the General fund will receive the revenue from the sale.

PASSED AND APPROVED THIS 4TH DAY OF JUNE, 2019.

CITY OF LA VISTA

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Douglas Kindig, Mayor

ATTEST:

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Pamela A. Buethe, CMC  
City Clerk