

CITY OF FIFE PROFESSIONAL SERVICES AGREEMENT

1. **Parties and Date.** THIS Agreement is made effective as of the 3rd day of September, 2013, by and between CITY OF FIFE, WASHINGTON ("City") and CONSERVATION TECHNIX, INC. ("Consultant").

2. **General Purpose and Intent.** The work involved in the City of Fife Levee Road Park Master Plan project is to develop a site master plan to address existing conditions, opportunities for recreation consistent with a neighborhood park, and to engage the public in the park design process. Potential amenities for the property could include additional pathways, picnic areas and/or shelter, a playground and/or community gardens. The design process will include public meetings, stakeholder discussions, multiple concept graphics, and a final concept master plan. Adoption of the Levee Road Park Master Plan is expected in the spring of 2014.

3. **Services by Consultant.**

A. Consultant shall perform the services described in the Scope of Work attached hereto as Exhibit "A" (the "Scope of Work"). The services performed by the Consultant shall not exceed the Scope of Work without prior written authorization from the City.

B. The City may from time to time require changes or modifications in the Scope of Work. Such changes, including any decrease or increase in the amount of compensation, shall be agreed to by the parties and incorporated in written amendments to the Agreement.

4. **Schedule of Work.**

A. Consultant shall perform the services described in the Scope of Work in accordance with the schedule attached hereto as Exhibit "B." If delays beyond Consultant's reasonable control occur, the parties will negotiate in good faith to determine whether an extension is appropriate.

B. Consultant is authorized to proceed with the services described in the Scope of Work upon receipt of a written Notice to Proceed.

5. **Compensation. TIME AND MATERIALS NOT TO EXCEED.** Compensation for the services described in the Scope of Work shall not exceed \$15,000.00 (Fifteen thousand and no/100 dollars) without written authorization and will be based on the list of billing rates and reimbursable expenses attached hereto as Exhibit "C."

6. **Coordination of Contract Documents.** This Agreement consists of this professional services agreement form and Exhibits "A" through "C". If there is any inconsistency between this professional services agreement form and any of the Exhibits, the professional services agreement form shall take precedence.

7. **Payment.**

A. Consultant shall provide monthly invoices in the format acceptable to the City for work performed to the date of invoice. Consultant shall maintain time and expense records for reimbursable


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expenses and any work that is billed hourly under this Agreement and provide them to the City upon request.

B. All invoices shall be paid by City warrant within sixty (60) days of receipt of a proper invoice.

C. Consultant shall keep cost records and accounts pertaining to this Agreement available for inspection by City representatives for three (3) years after final payment unless a longer period is required by a third-party agreement. Copies shall be made available on request.

D. If the services rendered do not meet the requirements of the Agreement, Consultant will correct or modify the work to comply with the Agreement. City may withhold payment for such work until the work meets the requirements of the Agreement.

8. Discrimination and Compliance with Laws.

A. Consultant agrees not to discriminate against any employee or applicant for employment or any other person in the performance of this Agreement because of race, creed, color, national origin, marital status, sex, age, disability, or other circumstance prohibited by federal, state, or local law or ordinance, except for a bona fide occupational qualification.

B. Consultant shall comply with all federal, state, and local laws and ordinances applicable to the work to be done under this Agreement.

C. Consultant shall obtain a City of Fife business license pursuant to the provisions of Chapter 5.01 FMC prior to receipt of written Notice to Proceed.

D. Violation of this Paragraph 8 shall be a material breach of this Agreement and grounds for cancellation, termination, or suspension of the Agreement by City, in whole or in part, and may result in ineligibility for further work for City.

9. Term and Termination of Agreement

A. This Agreement may be terminated by the City at any time upon the default of the Consultant or upon public convenience, in which event all finished or unfinished documents, reports, or other material or work of Consultant pursuant to this Agreement shall be submitted to City, and Consultant shall be entitled to just and equitable compensation for any satisfactory work completed prior to the date of termination, not to exceed the total compensation set forth herein. Consultant shall not be entitled to any reallocation of cost, profit or overhead. Consultant shall not in any event be entitled to anticipated profit on work not performed because of such termination. Consultant shall use its best efforts to minimize the compensation payable under this Agreement in the event of such termination. If the Agreement is terminated for default, the Consultant shall not be entitled to receive any further payments under the Agreement until all work called for has been fully performed. Any extra cost or damage to the City resulting from such default(s) shall be deducted from any money due or coming due to the Consultant. The Consultant shall bear any extra expenses incurred by the City in completing the work, including all increased costs for completing the work, and all damage sustained, or which may be sustained by the City by reason of such default.



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B. The City may suspend this Agreement, at its sole discretion, upon one week's advance notice to Consultant. Such notice shall indicate the anticipated period of suspension. Any reimbursement for expenses incurred due to the suspension shall be limited to the Consultant's reasonable expenses, and shall be subject to verification. The Consultant shall resume performance of services under this Agreement without delay when the suspension period ends.

10. Standard of Care. Consultant represents and warrants that it has the requisite training, skill and experience necessary to provide the services under this agreement and is appropriately accredited and licensed by all applicable agencies and governmental entities. Services provided by Consultant under this agreement will be performed in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing in similar circumstances.

11. Ownership of Work Product.

A. All data materials, reports, memoranda, and other documents developed under this Agreement whether finished or not shall become the property of City, shall be forwarded to City at its request and may be used by City as it sees fit. Upon termination of this agreement pursuant to paragraph 9 above, all finished or unfinished documents, reports, or other material or work of Consultant pursuant to this Agreement shall be submitted to City. City agrees that if it uses products prepared by Consultant for purposes other than those intended in this Agreement, it does so at its sole risk and it agrees to indemnify and hold Consultant harmless therefore.

B. Spatial data created by consultants for City of Fife via this contract should be delivered as either ESRI shapefiles or an ESRI file geodatabase. The data should be developed in (or projected to) StatePlane 1983, WA South (Projection), NAD83HPGN (Datum), US Survey Feet (units). These datasets should be delivered on CD/DVD, complete with any projection files, accessory tables relatable by a fixed unique identifier to the spatial data, and metadata using Federal Geographic Data Committee (FGDC) specifications. If the data is produced in AutoCad 2000 or later, the shapefile format is an export option and should be utilized and all other criteria still apply. The City of Fife retains ownership to such data layers produced using taxpayer dollars and controls any future dissemination or reuse of this data.

12. Indemnification/Hold Harmless. Consultant shall defend, indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the acts, errors or omissions of the Consultant in performance of this Agreement, except for injuries and damages caused by the sole negligence of the City. Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Consultant and the City, its officers, officials, employees, and volunteers, the Consultant's liability, including the duty and cost to defend, hereunder shall be only to the extent of the Consultant's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Consultant's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

13. Insurance. The Consultant shall procure and maintain for the duration of this Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or


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employees. Consultant's maintenance of insurance as required by this Agreement shall not be construed to limit the liability of the Consultant to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.

A. Minimum Scope of Insurance

Consultant shall obtain insurance of the types described below:

1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.
2. Commercial General Liability insurance shall be written on ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors and personal injury and advertising injury. The City shall be named as an insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the City.
3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
4. Professional Liability insurance appropriate to the Consultant's profession.

B. Minimum Amounts of Insurance

Consultant shall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
2. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.
3. Professional Liability insurance shall be written with limits no less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit.

C. Other Insurance Provisions

The Consultant's Automobile Liability and Commercial General Liability insurance policies are to contain, or be endorsed to contain that they shall be primary insurance as respect the City. Any Insurance, self-insurance, or insurance pool coverage maintained by the City shall be excess of the Contractor's insurance and shall not contribute with it.

D. Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.

E. Verification of Coverage


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Consultant shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Consultant before commencement of the work.

F. Notice of Cancellation

The Consultant shall provide the City with written notice of any policy cancellation, within two business days of their receipt of such notice.

G. Failure to Maintain Insurance

Failure on the part of the Consultant to maintain the insurance as required shall constitute a material breach of contract, upon which the City may, after giving five business days notice to the Consultant to correct the breach, immediately terminate the contract or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the City on demand, or at the sole discretion of the City, offset against funds due the Consultant from the City.

14. Assigning or Subcontracting. Consultant shall not assign, transfer, subcontract or encumber any rights, duties, or interests accruing from this Agreement without the express prior written consent of the City, which consent may be withheld at the City's sole discretion.

15. Independent Contractor. Consultant is and shall be at all times during the term of this Agreement an independent contractor.

16. Notice

A. Any notice or communication required by this Agreement must be in writing, and may be given either personally, electronically with evidence of receipt, by express delivery service, or by registered or certified mail, return receipt requested. If given personally, by express delivery service, or by registered or certified mail, such notice or communication shall be deemed to have been given and received upon actual receipt. If delivery is made electronically, either by e-mail or facsimile transmission, a notice shall be deemed to have been given when delivered to the person to whom it is addressed, and there is electronic confirmation that it was received. Such notices or communications shall be given to the Parties at their addresses set forth below:

David K. Zabell
City Manager
5411 23rd Street East
Fife, WA 98424

Phone: 253 922-2489
Fax: 253 922-5355

Email: dzabell@cityoffife.org

Steve Duh
Principal
P.O. Box 12736
Portland, OR 97212

Phone: 503-989-9345
Fax:

Email: steve@conservationtechnix.com



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B. Either party may change its contact information by sending its new contact information to the other party in the same manner as is provided for sending the other party notice under the provisions of paragraph 16.A.

17. **Disputes.** Any action for claims arising out of or relating to this Agreement shall be governed by the laws of the State of Washington. Venue shall be in Pierce County Superior Court.

18. **Attorneys Fees.** In any suit or action instituted to enforce any right granted in this Agreement, the substantially prevailing party shall be entitled to recover its costs, disbursements, and reasonable attorneys fees from the other party.

19. **Extent of Agreement/Modification.** This Agreement, together with attachments or addenda, represents the entire and integrated Agreement between the parties hereto and supersedes all prior negotiations, representations, or agreements, either written or oral. This Agreement may be amended, modified or added to only by written instrument properly signed by both parties.

CITY OF FIFE, WASHINGTON

CONSERVATION TECHNIX, INC.

By: 
David K. Labell
City Manager

By: 
Steve Duh
Principal

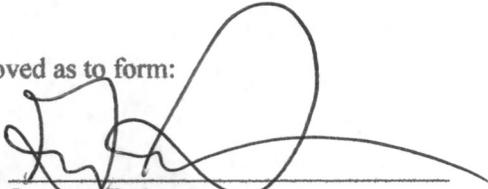
Date: 10/11/13

Date: 9/13/13

Attest:

By: 
Carol Etgen
City Clerk

Approved as to form:

By: 
Gregory F. Amann
Assistant City Attorney


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Project Understanding

We understand that the 43-acre Levee Road property is located south of 48th Street and east of 70th Avenue and that the open space contains a storm water facility (pond), a perimeter trail and gravel parking. We also understand that a significant portion of the total site is leased for agricultural uses and that the definition of the park site boundary will be an important initial discussion for the project.

The Fife Parks, Recreation & Community Services Department intends to develop a site master plan for the property that could include additional pathways, picnic areas and/or shelter, a playground or community gardens. This site is intended to serve residents of the nearby neighborhoods as a future neighborhood park. Funding for development of the park is not immediately available, and construction documents are not included in this effort. We understand that there are active user groups that are vested in the park development and may be key stakeholders during the design process.

Project Scope

Kick-Off Meeting

Consultant will prepare for and attend a project kick-off meeting with City staff to review project goals, preliminary park program, existing documentation and critical milestones. Consultant will develop a project milestone schedule and written summary from the meeting.

Site Analysis

Consultant will collect and organize base mapping, inventories and GIS-based information and will conduct a physical inventory of the site to document existing conditions. Consultant will utilize existing GIS-based topographic data or CAD files from grading and basin construction if it can be deemed reliable by City staff; otherwise, we encourage the City to separately contract for a topographic survey of the property for use in design schematics and future design development.

Consultant will analyze and assess the existing conditions and prepare a technical memorandum identifying opportunities, constraints and considerations. Consultant will provide the following deliverables:

- Memorandum addressing site constraints (regulatory and preliminary site design/engineering)
- Existing conditions base map
- Photo boards for use in public meetings
- Opportunities & Constraints diagram



Public Engagement

Consultant will conduct public involvement in conjunction with City staff to engage nearby residents and stakeholders. Consultant will conduct two public meetings to discuss site conditions, design concepts and design revisions with nearby neighbors and interested stakeholders. Consultant will conduct up to four stakeholder discussions via individual or small group sessions to discuss opportunities and constraints for the site. The City will identify stakeholders. Consultant will provide written meeting summaries, written stakeholder discussion summaries, meeting comment forms and handouts, and meeting display graphics.

Draft Conceptual Site Plans

Consultant will develop a set of guiding principles for the design process and preliminary master plan concepts based on community and staff input, permitting requirements and site opportunities and constraints. Consultant will prepare up to three conceptual master plan alternatives that each uniquely address site constraints and character, while being sensitive to sustainability, resources and long-term operations. Concept plan elements may include pathways, shelters, playground and community gardens. Consideration will be given about ways in which to incorporate or utilize the existing stockpiled soil in design alternatives. Each concept will address internal and neighborhood access and user circulation. Consultant will prepare written summaries of the concepts in addition to graphics. City staff will lead the discussion of the concepts with the Parks, Recreation & Community Services Citizens Advisory Board and provide direction to the Consultant.

Final Conceptual Site Plan

Based on staff direction and community feedback, Consultant will prepare a final preferred site master plan and provide preliminary development costs for the final plan, along with phasing considerations and probable environmental mitigation and permitting requirements. Consultant will prepare a master plan summary report that documents the community outreach process, along with site plan considerations and recommendations. The final site master plan will be provided as a color print graphic and in PDF and Illustrator (CAD-ready) formats for future use by the City.

Project Schedule

Our team estimates approximately seven (7) months to complete the project scope outlined earlier in this Proposal. The following lists the anticipated timelines.

| | |
|------------------------------------|----------------------------|
| Project Kick-off | September 2013 |
| Public Involvement Program | October '13 – January 2014 |
| Conceptual Site Master Plan | February 2014 |
| Final Documentation | March 2014 |

Fee Proposal

We propose a total not-to-exceed cost (including expenses) of \$13,980. Staff rates and a fee summary are listed below.

Staff Rates

| | |
|------------------|-------|
| Principal | \$130 |
| Senior Associate | \$115 |

Fee Summary

| | |
|---|-----------------|
| Master Planning | \$12,000 |
| Reimbursables (mileage, printing, CAD services) | \$1,980 |
| TOTAL | \$13,980 |