

CITY OF TEMPE, ARIZONA
PUBLIC WORKS DEPARTMENT
DIVISION OF ENGINEERING

CONTRACT FOR PROFESSIONAL SERVICES

This Contract is made and entered into on the 9th day of January, 2014, by and between the City of Tempe, an Arizona municipal corporation (“City”), and **Carollo Engineers, Inc.** a Delaware corporation (“Consultant”).

City engages Consultant to perform professional services for a project known and described as **Filter Rehabilitation – Johnny G. Martinez Water Treatment Plant and South Tempe Water Treatment Plant**, Project No. **3205881** (“Project”).

1. SERVICES OF CONSULTANT

Consultant shall perform the following professional services to City in conformance with applicable professional standards and in accordance with the degree of care and skill that a registered professional in Arizona would exercise under similar conditions:

- 1.1. Consultant shall provide engineering services, as described in Exhibit “A” attached.
- 1.2. Consultant has assigned Mark Gross as the project manager for this Contract. Prior written approval by City is required in the event Consultant needs to change the project manager. Consultant shall submit the qualifications of the proposed substituted personnel to City for approval prior to any substitution or change.
- 1.3. Consultant shall obtain all necessary permits and licenses required for the performance of its work. Failure of Consultant to obtain said permits prior to the commencement of its work shall constitute a breach of this Contract.
- 1.4. Consultant shall perform the work in a manner and at times which do not impede or delay City’s operations and/or functions.
- 1.5. Consultant shall be solely responsible for any repair, replacement, remediation and/or clean-up of any damage done by Consultant including any impairment of access to City or other lawful invitees, by such work performed on this Project.

2. TERM OF CONTRACT

Consultant shall complete all services by March 31, 2015. In the event delays are experienced beyond the control of Consultant, the schedule may be revised as determined by City in its sole discretion, and pursuant to Section 3, Consultant’s Compensation.

3. CONSULTANT’S COMPENSATION

3.1. The method of payment for this Contract is payment by installments. Total compensation for the services performed shall be the sum of \$107,080.00, unless otherwise authorized by City.

3.2. Payment for this Contract shall be based on the following Budget Schedule:

<u>Task Description</u>	<u>Method</u>	<u>Amount</u>
Engineering Services	Lump Sum	\$92,241.00
	Subtotal Task Amount:	\$92,241.00
<u>Allowances</u>	<u>Method</u>	<u>Amount</u>
Testing Services	Not to Exceed	\$13,139.00
Reimbursable Expenses	Not to Exceed	\$1,700.00
	Subtotal Allowances Amount:	\$14,839.00
	Total Compensation:	\$107,080.00

3.3. City shall pay Consultant by installments, each installment based upon monthly progress reports and related, detailed invoices submitted by Consultant. Submittals shall be based on the Budget Schedule and shall include supporting documentation for all Allowances. Invoices shall include job titles and hourly rates when applicable. Hourly rates are established in the attached Exhibit “B” incorporated hereby by this reference and are in affect for the entire Contract term unless City provides written authorization for an hourly rate increase. Consultant shall not exceed any of the specified budget amounts for any Task or Allowance without prior written authorization from City. City may provide written authorization for the transfer of budget amounts between any of the Tasks or Allowances provided the total Contract amount does not exceed the amount indicated in Section 3.1.

3.4. If detailed invoice(s) and progress report(s) are approved by City, installment payments will be made within thirty (30) days after City’s approval.

3.5. Consultant acknowledges and agrees that invoices shall be submitted to City for review and approval no more than sixty (60) days after work or services have been performed. City reserves the right to deny in whole or in part, payment to Consultant, including but not limited to, fees and expenses contained in any invoice not received by the City within sixty (60) days of the date such work or services were performed. This in no way shall be construed to waive or diminish City’s rights and remedies for otherwise withholding funds under Arizona law.

4. CITY'S RESPONSIBILITIES

- 4.1. City shall designate a project manager during the term of this Contract. The project manager has the authority to administer this Contract and shall monitor compliance with all terms and conditions stated herein. All requests for information from or a decision by City on any aspect of the work shall be directed to the project manager.
- 4.2. City shall review requests for information related to the Project by Consultant and will endeavor to provide a prompt response to minimize delay in the progress of Consultant's work. City will also endeavor to keep Consultant advised concerning the progress of City's review of the work. Consultant agrees that City's inspection, review, acceptance or approval of Consultant's work shall not relieve Consultant of its responsibility for errors or omissions of Consultant or its subconsultant(s).
- 4.3. Unless included in Consultant's services as identified in Section 1, City may furnish with or without charge, upon Consultant's reasonable request, the following information to the extent it is within City's possession or control:
 - 4.3.1. One copy of its maps, records, laboratory tests, survey ties, and benchmarks, or other data pertinent to the services. However, Consultant shall be solely responsible for searching the records and requesting specific drawings or information and independently verifying said information.
 - 4.3.2. Available City data relative to policies, regulations, standards, criteria, studies, etc., relevant to the Project.
 - 4.3.3. When required, title searches, legal descriptions, detailed ALTA Surveys, and environmental assessments.

5. TERMINATION AND DEFAULT

- 5.1. City shall be entitled to terminate this Contract at any time, in its discretion. In addition, City may terminate this Contract for default, non-performance, breach or convenience, or abandon any portion of the Project for which services have not been fully or properly performed by Consultant. Termination shall be commenced by delivery of written notice delivered to Consultant, personally or by certified mail at 4600 E. Washington Street, Suite 500, Phoenix, Arizona 85034. Termination shall be effective upon fourteen (14) days of delivery of notice to Consultant. In addition, this Contract may be terminated pursuant to A.R.S. § 38-511.
- 5.2. Upon the occurrence of Consultant's default, non-performance or breach of the Contract, City may recover any and all damages permitted by law or in equity

against Consultant, in addition to termination of the Contract, including but not limited to compensatory damages, together with all costs and expenses as set forth in Section 12 herein.

- 5.3. In the event of Consultant's default, non-performance or breach, City agrees to, before exercising any right or remedy available to it, give Consultant written notice of the default, non-performance or breach. For the thirty (30) days following such notice, Consultant shall have the right to cure such default, non-performance or breach.
- 5.4. If Consultant fails to cure, immediately after receiving notice of termination from City, Consultant shall discontinue performance under this Contract and proceed to close said operations under this Contract. Consultant shall submit a detailed breakdown of completed work to City for evaluation. City shall have the right to inspect Consultant's work to analyze the services completed. Payment to Consultant shall be determined by City upon approval or disapproval of the services completed as of the date of delivery of notice of termination, and pursuant to Section 5.9.
- 5.5. Within ten (10) days of receipt of notice of termination as set forth herein, Consultant shall deliver to City all drawings, special provisions, field survey notes, reports, estimates and any and all other documents or work product generated by Consultant under the Contract, entirely or partially completed, together with all unused materials supplied by City.
- 5.6. In the event of such termination or abandonment, Consultant shall be paid only for those services performed in a good and workmanlike manner, in accordance with all plans, specifications and governmental requirements completed prior to receipt of said notice of termination, subject to approval by City. To the extent permitted by this Contract, such payment may include reimbursable expenses then incurred by Consultant, in City's sole discretion.
- 5.7. If the remuneration scheduled hereunder is based upon a fixed fee or definitely ascertainable sum, the portion of such sum payable shall be proportionate to the percentage of services completed by Consultant as determined and approved by City based upon the scope of work set forth in Exhibit "A." However, in no event shall the fee exceed that set forth in Section 3 of this Contract.
- 5.8. City shall make a determination as to approval or denial of any requested final payment within sixty (60) days after Consultant has delivered the last of the completed items and the final appraisal has been submitted to City.
- 5.9. The parties agree that in the event of any damages suffered by City as a result of any inexcusable delay, default, non-performance or breach by Consultant, Consultant agrees to reimburse City ten percent (10%) of the Contract amount per Section 3.1 for damages caused by its delay. This sum may be deducted from

Consultant's payment or anticipated payment for failure to deliver and/or perform as specified. No premium will be awarded to Consultant for delivery and/or performance within the Contract term. Waiver by City of any of the provisions contained in this Section 5.9, or by way of the extension of the Contract term, shall in no way be deemed to waive or diminish City's rights available by law or in equity under the Contract.

6. INSURANCE

Without limiting any obligations or liabilities, Consultant, at its sole expense, shall purchase and maintain the minimum insurance specified below with companies duly licensed or otherwise approved by the State of Arizona, Department of Insurance, and with forms reasonably satisfactory to City. Each insurer shall have a current A.M. Best Company, Inc. rating of not less than A-VII. Use of alternative insurers requires prior approval from City.

6.1. General Clauses

- 6.1.1. Additional Insured. The insurance coverage, except workers' compensation and professional liability, required by this Contract, shall name City, its agents, representatives, directors, officials, and employees, as additional insured, and shall specify that insurance afforded Consultant shall be primary insurance, and that any self insured retention and/or insurance coverage carried by City or its employees shall be excess coverage, and not contributory coverage to that provided by Consultant. This provision and the naming of the City as an additional insured shall in no way be construed as giving rise to responsibility or liability of the City for applicable deductible amounts under such policy(s).
- 6.1.2. Coverage Term. All insurance required herein shall be maintained in full force and effect until services required to be performed under the terms of this Contract are satisfactorily completed and formally accepted; failure to do so shall constitute a material breach of this Contract.
- 6.1.3. Primary Coverage. Consultant's insurance shall be primary insurance as respects City, and any insurance or self insurance maintained by City shall be in excess of Consultant's insurance and shall not contribute to it.
- 6.1.4. Claim Reporting. Consultant shall not fail to comply with the claim reporting provisions of the policies or cause any breach of a policy warranty that would affect coverage afforded under the policy to protect City.
- 6.1.5. Waiver. The policies for workers' compensation and general liability shall contain a waiver of transfer rights of recovery (subrogation) against City, its agents, representatives, directors, officers, and employees for any claims arising out of the work of Consultant.

- 6.1.6. Deductible/Retention. The policies may provide coverage, which contains deductibles or self-insured retentions. Such deductible or self-insured retentions shall not be applicable with respect to the coverage provided to City under such policies. Consultant shall be solely responsible for deductible or self-insured retentions and City may require Consultant to secure the payment of such deductible or self-insured retentions by a surety bond or an irrevocable and unconditional letter of credit.
- 6.1.7. Policies and Endorsements. City reserves the right to request and to receive, within ten (10) working days, information on any or all of the above policies or endorsements.
- 6.1.8. Certificates of Insurance. Prior to commencing services under this Contract, Consultant shall furnish City with certificates of insurance, or formal endorsements as required by the Contract, issued by Consultant's insurer(s), as evidence that policies providing the required coverages, conditions, and limits required by this Contract are in full force and effect. Such certificates shall identify this Contract by referencing the Project number and/or Project name and shall provide for not less than thirty (30) days advance written notice by certified mail to City of cancellation or termination of insurance.
- 6.1.9. Subconsultants/Contractors. Consultant shall include all subconsultants and subcontractors as insured under its policies or shall furnish separate certificates and endorsements for each subconsultant and subcontractor.
- 6.2. Workers' Compensation. Consultant shall carry workers' compensation insurance to cover obligations imposed by federal and state statutes having jurisdiction of Consultant's employees engaged in the performance of the services; and employer's liability insurance of not less than \$100,000 for each accident, \$100,000 disease for each employee, and \$500,000 disease policy limit.

In case services under this Contract are subcontracted, Consultant shall require all subconsultant(s) to provide workers' compensation and employer's liability to at least the same extent as provided by Consultant.

- 6.3. Automobile Liability. Consultant shall carry commercial/business automobile liability insurance with a combined single limit for bodily injury and property damages of not less than \$1,000,000 each occurrence regarding any owned, hired, and non-owned vehicles assigned to or used in performance of Consultant services. Coverage will be at least as broad as coverage Code 1 "any auto" (Insurance Service Office policy form CA 0001 1/87 or any replacements thereof). Such coverage shall include coverage for loading and unloading hazards.

- 6.4. Commercial General Liability. Consultant shall carry commercial general liability insurance with a combined single limit of not less than \$1,000,000. The policy shall be primary and include coverage for bodily injury, property damage, personal injury, products, completed operations, and blanket contractual covering, but not limited to, the liability assumed under the indemnification provisions of this Contract, which coverage will be at least as broad as Insurance Service Office policy form CG 0002 1-11-88 or any replacement thereof.

In the event the general liability insurance policy is written on a “claims made” basis, coverage shall extend for two (2) years past completion and acceptance of the services as evidenced by annual certificates of insurance.

Such policy shall contain a “severability of interests” provision (also known as “cross liability” and “separation of insured”).

- 6.5. Professional Liability. Consultant retained by City to provide the engineering services required by the Contract will maintain professional liability insurance covering errors and omissions arising out of the services performed by Consultant or any person employed by it, with an unimpaired limit of not less than \$1,000,000 each claim and \$1,000,000 all claims, or 10% of the construction budget, whichever is larger. In the event the insurance policy is written on a “claims made” basis, coverage shall extend for two (2) years past completion and acceptance of services as evidenced by annual certificates of insurance.
- 6.6. Property Coverage – Valuable Papers. Consultant shall carry property coverage on all-risk, replacement cost, agreed amount form with valuable papers insurance sufficient to assure the restoration of any documents, memoranda, reports, or other similar data relating to the services of Consultant used in the completion of this Contract.

7. HEALTH INSURANCE REQUIREMENTS

- 7.1. Consultant must certify that it has or will offer health insurance to all eligible employees working on services set forth in this Contract prior to the performance of any work or services. An affidavit certifying such offering must be signed in a form approved by City. All required health insurance must be maintained during the entire time of the Contract with City. Health insurance pursuant to this Section 7 is not required for temporary employees or students working part-time who are enrolled in a recognized educational institution.
- 7.2. The health insurance requirements herein shall apply to all of Consultant’s eligible employees directly involved with the services set forth in this Contract, including support and administrative personnel.
- 7.3. Any and all complaints concerning violations of the health insurance requirements shall be filed, in writing, with the City’s Public Works Department, within thirty

(30) days from discovery of a potential violation. An administrative hearing will be held before the Public Works Manager, and a written decision of findings will be provided to the parties to the hearing within ten (10) days thereafter. Appeal from the decision of the Public Works Manager may be made within ten (10) days of the date of the decision by filing a notice of appeal in writing with the Public Works Department. If an appeal is timely filed, an administrative hearing will be held before an administrative hearing officer appointed by the City Manager. The decision of the administrative hearing officer shall be final.

7.4. Penalties for failing to comply with this Section 7 include, but are not limited to the following: Consultant may be barred from bidding on, or entering into any Public Works contract with City for a period of three (3) years from the execution of the Contract.

7.5. All Consultants subject to the health insurance requirements shall post in English, notice of the health insurance requirements at their office and at the job site.

8. WORK FOR HIRE AND OWNERSHIP OF DELIVERABLES

8.1. Consultant shall ensure that all the results and proceeds of Consultant's and any and all work on the Project and any related projects, including that of all agents, employees, officers, and contractors, shall be owned by City, including the copyright thereto, as work for hire. In the event, for any reason, such results and proceeds are not deemed work for hire, Consultant shall be deemed hereby to have assigned to City all of its right, title and interest in such results and proceeds and content to City, without limitation.

8.2. All work products (electronically or manually generated), including but not limited to plans, specifications, cost estimates, tracings, studies, design analyses, original mylar drawings, computer aided drafting and design (CADD) file diskettes which reflect all final drawings, and other related products which are prepared in the performance of this Contract, are the property of City and are to be delivered to City on the particular type of storage media on which they are stored (e.g. CD, thumb drive, etc.) before the final payment is made to Consultant. City shall retain ownership of these original works. If approved in writing by City, Consultant may retain the originals and supply City with reproducible copies of the work.

9. CONFLICT OF INTEREST

9.1. Consultant agrees to promptly disclose any and all financial and/or economic interest in the property, or any property affected by the work, or the Project itself other than as set forth herein, existing prior to the execution of this Contract. Further, Consultant agrees to promptly disclose any financial or economic interest in the Project property or any property affected by the work, if Consultant gains such interest during the course of this Contract.

- 9.2. If Consultant gains any financial or economic interest in the Project during the course of this Contract, this may be grounds for terminating this Contract at the sole discretion of City.
- 9.3. Consultant shall not engage the services on this Contract of any present or former City employee who was involved as a decision-maker in the selection or approval processes, or who negotiated or approved billings or contract modifications for this Contract.
- 9.4. Consultant agrees that it shall not perform services on this Project for any other contractor, subcontractor, or any supplier, other than City. In addition, Consultant shall not negotiate, contract, or make any agreement with a contractor, subcontractor, or any supplier with regard to any of the work under this Contract, or any services, equipment or facilities to be used on this Project other than with City.

10. COVENANT AGAINST CONTINGENT FEES

Consultant affirms that it has not employed or retained any company or person, other than a bona fide employee working for Consultant to solicit or secure this Contract, and that it has not paid or agreed to pay any company or person, other than a bona fide employee, any fee, commission, percentage, brokerage fee, gift, or any other consideration, contingent upon or resulting from the award or making of the Contract. For breach or violation of this clause, City may terminate this Contract without liability, or in its discretion may deduct from the Contract price or consideration, or otherwise recover, the full amount of such fee, commission, percentage brokerage fee, gift, or contingent fee.

11. INDEMNIFICATION

To the fullest extent permitted by law, Consultant shall defend, indemnify and hold harmless City, its agents, officers, officials, and employees from and against all claims, damages, losses, liability and/or expenses, relating to, or arising out of, the negligent acts, errors, mistakes or omissions in the work, services, or professional services of Consultant, its agents, employees, or any other person for whose negligent acts, errors, mistakes or omissions in the work, services, or professional services Consultant may be deemed legally liable in the performance of this Contract, or any breach of the Contract. Consultant's duty herein shall arise in connection with any and all claims for damage, loss, liability and/or expenses attributable to bodily injury, sickness, disease, death, or injury to, impairment or destruction of any person or property including loss of use resulting therefrom. The amount and type of insurance coverage requirement set forth herein will in no way be construed as limiting the scope of the indemnity in this paragraph.

12. DISPUTE RESOLUTION

In the event of a dispute concerning or in any way connected to the Contract or subject Project, the parties agree that the unsuccessful party shall pay to the prevailing party a reasonable sum for

attorneys' fees, including taxable and non-taxable costs, fees, costs and disbursements of experts, professionals, paralegals, whether at trial, appeal and/or in bankruptcy court, all of which will be deemed to have accrued on the commencement of such action and shall be enforceable whether or not such action is prosecuted to judgment. In addition, should City retain and/or utilize legal counsel as a result of a breach by Consultant of any term, covenant or provision of this Contract, in addition to paying any recovery owed to City and/or performing any obligation remaining to be performed, in order to fully cure such breach or default, Consultant shall reimburse City for reasonable attorneys' fees, taxable and non-taxable costs and disbursements, incurred by City in enforcing Consultant's obligations, whether or not a legal action is commenced, including but not limited to the cost of preparing and presenting default notices, demand letters and similar non-judicial enforcement activities.

13. ADDITIONAL SERVICES

Additional services which are outside the scope of basic services contained in this Contract shall not be performed by Consultant without prior written authorization from City, at City's sole discretion. Additional services, when authorized by an executed contract or an amendment to this Contract shall be compensated for by a fee mutually agreed upon between City and Consultant.

14. PROHIBITION ON ASSIGNMENT

This Contract and all duties and obligations of Consultant set forth in this Contract shall not be assignable except by prior written consent of City, and such prohibition shall extend to and be binding upon the heirs, executors, administrators, successors, and assigns of Consultant.

15. MISCELLANEOUS PROVISIONS

- 15.1. Lawful Presence in the United States. Pursuant to A.R.S. §1-502, any individual/sole proprietor who applies for local public benefits by signing this Contract shall also sign a sworn affidavit (Exhibit C) and present one of the documents listed on the affidavit to verify lawful presence in the United States. This Contract shall not be fully executed by the City if the individual/sole proprietor fails to sign the affidavit and present one of the listed documents.
- 15.2. Equal Opportunity. City is an equal opportunity, affirmative action employer. Consultant hereby covenants for itself, its employees, agents, assigns and all persons claiming under or through it, that it shall not discriminate unlawfully against any employee or applicant for employment, nor shall it deny the benefits of this Contract, to any person on the basis of race, color, creed, religion, ancestry, national origin, physical or mental disability, age, sex, gender, sexual orientation, gender identity, marital status, or veteran status with regard to discharging obligations under this Contract. Consultant covenants and agrees that it will comply in all respects with the applicable provisions of the Executive Order 11246, Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act, the Age Discrimination in Employment Act, the Vietnam Era Veterans' Readjustment

Assistance Act, the Rehabilitation Act, and any other applicable state and federal statutes governing equal opportunity. Consultant agrees to post hereinafter in conspicuous places, available for employees and applicants for employment, notices to be provided by the contracting officer setting for the provisions of this clause.

15.3. Legal Compliance. Consultant agrees and covenants that it will comply with any and all applicable governmental restrictions, regulations and rules of duly constituted authorities having jurisdiction insofar as the performance of the work and services pursuant to the Contract, and all applicable safety and employment laws, rules and regulations, including but not limited to, the Fair Labor Standards Act, the Walsh-Healey Act, and the Legal Arizona Workers Act (LAWA), and all amendments thereto, along with all attendant laws, rules and regulations. Consultant acknowledges that a breach of this warranty is a material breach of this Contract and Consultant is subject to penalties for violation(s) of this provision, including termination of this Contract. City retains the right to inspect the documents of any and all consultants, subconsultants and sub-subconsultants performing work and/or services relating to the Contract to ensure compliance with this warranty. Any and all costs associated with City inspection are the sole responsibility of Consultant. Consultant hereby agrees to indemnify, defend and hold City harmless for, from and against all losses and liabilities arising from any and all violations thereof.

15.4. Specially Designated Nationals and Blocked Persons List. Consultant represents and warrants to City that neither Consultant nor any affiliate or representative of Consultant (i) is listed on the Specially Designated Nationals and Blocked Persons List maintained by the Office of Foreign Asset Control, Department of the Treasury (OFAC) pursuant to Executive Order No. 13224, 66 Fed.Reg. 49079 ("Order"); (ii) is listed on any other list of terrorists or terrorist organizations maintained pursuant to the Order, the rules and regulations of OFAC or any other applicable requirements contained in any enabling legislation or other related Order(s); (iii) is engaged in activities prohibited in the Order; or (iv) has been convicted, pleaded *nolo contendere*, indicted, arraigned or custodially detained on charges involving money laundering or predicate crimes to money laundering.

Consultant further agrees to include the provisions set forth in Sections 15.1 through 15.3 in any and all subcontracts hereunder. Any violation of such provisions shall constitute a material breach of this Contract.

15.5. Effective Date. This Contract shall be in full force and effect only when it has been approved by the City Council of the City of Tempe, Arizona and when executed by the duly authorized City officials and the duly authorized agent of Consultant.

15.6. Governing Law. This Contract shall be governed and interpreted by the laws of the State of Arizona.

- 15.7. Exhibits. All exhibits attached to this Contract are made a part of and are incorporated into, this Contract. If any inconsistencies exist between this Contract and any exhibit hereto, the terms of this Contract shall govern.
- 15.8. Force Majeure. Any prevention, delay or stoppage of this Project for a cause beyond the reasonable control of Consultant due to acts of God, acts of war or terrorism, fire or other casualty, shall, notwithstanding anything to the contrary contained herein, excuse the performance of Consultant, for a period equal to such prevention, delay or stoppage. For purposes of this Section 15.8, a cause shall not be deemed beyond a party's control if it is within the control of such party's agents, employees, assigns, contractors or subcontractors.
- 15.9. Entire Agreement. This Contract contains all of the agreements of the parties with respect to the Project and related matters, and no prior agreement, negotiations, postings, offerings, or understanding pertaining to any such matter shall be effective for any purpose unless expressly contained herein.
- 15.10. Consultant's Good Standing. Consultant hereby warrants and represents that it is a Delaware corporation, licensed to do business in the state of Arizona and currently in good standing, and that it is not now in violation of any agreement, instrument, contract, law, rule or regulation by which Consultant is bound.
- 15.11. Independent Contractor. Nothing contained in this Contract shall be deemed or construed by the parties hereto or otherwise, to create the relationship of principal and agent, partnership, joint venturer, employer and employee, or any association between City and Consultant. Consultant is an independent contractor and shall be solely responsible for any unemployment or disability insurance payments, or any social security, income tax or other withholdings, deductions or payments that may be required by federal, state or local law with respect to any compensation paid to Consultant hereunder or for any and all services or materials provided by or rendered to Consultant hereunder in connection with the work set forth in this Contract.
- 15.12. Severability. If any provision of this Contract shall, to any extent, be determined by a court of competent jurisdiction to be invalid or unenforceable, the remainder of this Contract shall not be affected thereby, and every other term and provision of this Contract shall be valid and enforceable to the fullest extent permitted by law.
- 15.13. Time is of the Essence. Time is of the essence in this Contract and each and every provision herein, except as may expressly be provided in writing by City.
- 15.14. No Waiver. No breach or default hereunder shall be deemed to have been waived City, except by a writing to that effect signed on behalf of City. No waiver of any such breach or default shall operate as a waiver of any other succeeding or preceding breach or default or as a waiver of that breach or default after written

notice thereof and demand by City for strict performance of this Contract. Acceptance of partial or delinquent payments or performance shall not constitute the waiver of any right of City.

- 15.15. Survival. Any and all representations, obligations, indemnities, warranties, covenants, conditions and agreements contained in this Contract which are expressed as surviving the expiration or earlier termination of this Contract, or by their nature, are to be performed, observed or survive, in whole or in part, after the termination or expiration of this Contract term, shall survive the termination or expiration of this Contract.
- 15.16. Retention of Records. City, through any authorized representative, will have access to and the right to examine and copy all records, books, papers or documents related to services rendered under this Contract. Consultant will retain all books and records related to the services performed for a period of not less than the greater of any applicable federal law retention requirement or five (5) years following termination of this Contract.
- 15.17. Antitrust Violations. City and Consultant recognize that in actual economic practice overcharges resulting from antitrust violations are in fact borne by City. Therefore, Consultant assigns to City any and all claims for such overcharges. Consultant in all subcontracts shall require all subcontractors to likewise assign all claims for overcharges to City.
- 15.18. Headings. The heading use in this Contract is for ease of reference only and shall not in any way be construed to limit or alter the meaning of any provision.
- 15.19. No Construction Against Drafting Party. Each party acknowledges that it has had an opportunity to review the Contract with counsel, and such documents shall not be construed against any party that is determined to have been the drafter of the documents.
- 15.20. Notices to Parties:

All notices pursuant to this Contract shall be made in writing and delivered or mailed by certified mail to the parties at the following addresses:

CITY:

Andy Goh, City Engineer
City of Tempe
Public Works/Engineering Dept.
P.O. Box 5002
Tempe, AZ 85280

CONSULTANT:

Mark Gross
Carollo Engineers, Inc.
4600 E. Washington Street
Suite 500
Phoenix, AZ 85034

- 15.21. Non-Appropriation of Funds. If funds appropriated by the City Council or otherwise allocated to perform the work becomes unavailable for payment by City

under this Contract, City may delay the work for a period up to six (6) months, after which date if no funds are legally available, City may terminate the Contract at City's sole option. In case of any such delay by City, Consultant may suspend performance of work or services as applicable. However, nothing herein shall be construed to allow termination of the Contract by Consultant for such delay.

- 15.22. GIS Data Disclaimer. THE CITY OF TEMPE DOES NOT WARRANT THE ACCURACY, COMPLETENESS, CONDITION, SUITABILITY, PERFORMANCE, OR CURRENCY OF THE GIS DATA PROVIDED UNDER THIS CONTRACT. AREAS DEPICTED BY GIS DATA ARE APPROXIMATE, AND NOT GUARANTEED TO BE ACCURATE TO STANDARDS FOR MAPPING, SURVEYING OR ENGINEERING. THIS DATA IS FOR ILLUSTRATIVE PURPOSES ONLY AND SHOULD NOT BE RELIED UPON FOR SITE-SPECIFIC PURPOSES. THE DATA HEREIN IS SUBJECT TO CONSTANT CHANGE AND MAY NOT BE COMPLETE, ACCURATE OR UP-TO-DATE. THE CITY OF TEMPE IN NO WAY ASSUMES LIABILITY OR RESPONSIBILITY FOR ANY INCORRECT DATA OR ANY INFORMATION PROVIDED HEREIN. THE CONSULTANT ACKNOWLEDGES AND AGREES THAT THE CITY OF TEMPE ASSUMES NO LIABILITY FOR DAMAGES INCURRED DIRECTLY OR INDIRECTLY RESULTING FROM INCOMPLETE, INCORRECT OR MISSING INFORMATION; INCLUDING ANY DIRECT, INDIRECT, SPECIAL OR CONSEQUENTIAL DAMAGES, HOWEVER CAUSED OR UNDER ANY THEORY OF LIABILITY, WHETHER IN TORT, CONTRACT, STRICT LIABILITY OR OTHERWISE. **BY WAY OF THE SIGNATURE ON THIS CONTRACT, THE CONSULTANT ASSUMES ALL LIABILITY FOR ANY AND ALL DEPENDENCE AND/OR RELIANCE UPON THIS INFORMATION AND ASSUMES ALL RESPONSIBILITY RELATING THERETO. ANY AND ALL EXPRESSED OR IMPLIED WARRANTIES, INCLUDING BUT NOT LIMITED TO, IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PURPOSE ARE SPECIFICALLY AND EXPRESSLY DISCLAIMED.** CONSULTANT SHOULD NOT RELY UPON THE GIS DATA WITHOUT PROPER FIELD VERIFICATION FOR ANY PURPOSE.

[SIGNATURE PAGE TO FOLLOW]

**Filter Rehabilitation – Johnny G. Martinez Water Treatment Plant and South Tempe
Water Treatment Plant
Project No. 3205881**

DATED this _____ day of _____, 2014.

CITY OF TEMPE, ARIZONA

By: _____
Mayor

By: _____
Public Works Director

ATTEST:

Recommended By:

City Clerk

Deputy PW Director/City Engineer
AC

APPROVED AS TO FORM:

City Attorney

Consultant warrants that the person who is signing this Contract on behalf of Consultant is authorized to do so and to execute all other documents necessary to carry out the terms of this Contract.

CONSULTANT
Carollo Engineers, Inc.

Signature

Printed Name

Title

Federal I.D. No./Social Security No.

EXHIBIT A



Engineers...Working Wonders With Water™

November 8, 2013

350.40 TMP

Mr. Philip Brown, P.E.
City of Tempe
Public Works/Engineering
31 East 5th Street, Tempe, AZ 85281

Subject: Filter Evaluations and Improvements Study
For the Johnny G. Martinez WTP and South Tempe WTP
Engineering Services Scope of Work

Dear Mr. Brown:

The attached scope and fee defines the engineering services to be provided by Carollo Engineers, Inc. (ENGINEER) to the City of Tempe (CITY) for the Filter Evaluations and Improvements Study for the Johnny G. Martinez Water Treatment Plant (JGMWTP) and South Tempe Water Treatment Plant (STWTP). The purpose of this study is to summarize findings from previous studies and develop an overall Filter Master Plan for the CITY. The Filter Master Plan will provide a filters asset rehabilitation and/or replacement prioritization plan to aid the CITY in prioritizing and scheduling recommended changes in the annual Operations & Maintenance (O&M) and Capital Improvement Program (CIP) budgeting process. This study also includes a visual inspection of the filters for structural and mechanical component evaluations, a hydraulic evaluation of the filter backwash systems, and an alternative underdrain evaluation.

Please contact me if any additional information is required.

Sincerely,

CAROLLO ENGINEERS, INC.

A handwritten signature in black ink that reads "M. J. Gross". The signature is written in a cursive, flowing style.

Mark Gross, P.E.
Vice President

cc: file

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EXHIBIT A

City of Tempe

Filter Evaluations and Improvements Study

For the Johnny G. Martinez WTP and South Tempe WTP

Scope of Work

November 6, 2013

INTRODUCTION

This Scope of Work defines the engineering services to be provided by Carollo Engineers, Inc. (ENGINEER) to the City of Tempe (CITY) for the Filter Evaluations and Improvements Study for the Johnny G. Martinez Water Treatment Plant (JGMWTP) and South Tempe Water Treatment Plant (STWTP). Previous field studies have been conducted at both plants evaluating various components of the existing filters. The purpose of this study is to summarize findings from previous studies and develop an overall Filter Master Plan for the CITY. The Filter Master Plan will provide a filters asset rehabilitation and/or replacement prioritization plan to aid the CITY in prioritizing and scheduling recommended changes in the annual Operations & Maintenance (O&M) and Capital Improvement Program (CIP) budgeting process. The ENGINEER will coordinate with the CITY to establish ranking criteria to be used in the (potential) filters renewal projects. These criteria may include timing for project implementation relative to remaining service life, and risk of failure to implement the filter projects. This study also includes a visual inspection of the filters for structural and mechanical component evaluations, a hydraulic evaluation of the filter backwash systems, and an alternative underdrain evaluation.

A summary of the tasks for this Filters Evaluation and Improvements Study is listed below. The project fee is attached as Exhibit B.

Task 100 - Project Management, Meetings, and Workshops

The ENGINEER's staff performing work for this project are located in Carollo's Phoenix office. Staff assigned to the project will include a Project Manager (Mark Gross), Technical Advisor (QM/QC of deliverables, technology review - Bob Ardizzone), Discipline Engineer (structural field inspections – Lou Scatena), and Staff Engineers (field inspections, report preparation, engineering analysis).

Task 110 – Project Management

The ENGINEER will track and monitor the progress of the project, provide monthly status reports, invoices, and schedule updates.

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Task 120 – Project Meetings & Workshops

The ENGINEER will conduct meetings, and distribute meeting minutes.

Assumptions: Estimated 5-6 month project duration (although calendar time will depend on availability of the WTPs for field inspections), including one (1) project kick-off (data collection and operations staff inputs) meeting, two project progress meetings, and one (1) filter technology review workshop (for review of current available filter underdrain technologies, and review of potential pros/cons of adding air scour during backwashing). Each meeting will last approximately one hour. The Workshop will last approximately three - four hours.

City inputs: Confirm schedule for project meetings.

Deliverables: Provide monthly project status and schedule updates (with invoices). Other deliverables for this task will include meeting agendas, presentation materials, and meeting minutes, transmitted via emailed .pdf files.

Task 200 – Existing Filters Evaluation

Task 210 – Data Collection

Previous work and studies have been performed by the CITY regarding prior evaluations and improvements for both the JGMWTP and STWTP filters. The results from these prior activities will be summarized and used to assist in forming a basis for the recommendations from this study.

As part of the kick off meeting, ENGINEER will work with the CITY personnel to gather data and pertinent operations and maintenance information for the JGMWTP and STWTP filters. The ENGINEER will prepare and distribute notes from this meeting to confirm our understanding of the data and information.

Previous construction projects and studies for the JGMWTP include:

- 1981 Filter Media Replacement (6 of 8 filters)
- 1995 Anthracite Media Replacement (all filters)
- January 2002 Filter Rehabilitation Project (Filter Nos. 2 and 7)
- February 2002 Final Expansion Study Report
- September 2003 Bench and Pilot Scale Studies
- June 2007 Water Quality Improvements Project
- 2012 Air Release Valve Replacement
- January 2013 Filter Media Evaluation Technical Memorandum



Previous construction projects and studies for the STWTP include:

- 2002 Optimization Project (underdrain and media replacement)
- 2010 Anthracite Replacement (all 6 filters)
- 2011 Anthracite Addition (topping off of media)
- March 2012 Filter Inspections by Roberts Group
- November 2012 Underdrain Grout Repairs and Plenum Cleaning
- 2010 STWTP Filter Media Evaluation
- 2012 photo documentation of the STWTP underdrains plenum before and after cleaning.

Task 220 – Existing Filters Performance Review

The ENGINEER will review the data gathered in Task 210, and review pertinent filters performance data.

Task 230 – Existing Filters Integrity Evaluation

Existing filters integrity will be evaluated through field inspections of exterior conditions, including exposed surface areas of filter walls above the media, troughs, supports, curbs, pipe penetrations, and handrails. The ENGINEER will inspect all eight filters at the JGMWTP and all six filters at the STWTP. Visual observations will include inspection for the following: media mounding, craters, mud/silt, algae, media in troughs, media depth, and levelness of troughs. The ENGINEER will also inspect the underdrains from the plenum side at the JGMWTP filters, and develop a confined space entry plan. The underdrains plenum at the STWTP were recently inspected and photo documented by the CITY, so therefore do not need an inspection as part of this project.

Structural concrete in each of the filters will also be visually inspected. A checklist will be completed for each filter inspection, including observations of shrinkage, spalling, corrosion or rust stains, signs of seepage, significant cracks, exposed reinforcing steel, significant exposed aggregate, and wall deflection. If structural or other concerns are noted, the ENGINEER will review the structural as-built drawings to identify reinforcing steel members that may be impacted by the observations. It is recommended that the structural evaluation of each filter be performed immediately after the filter is dried up. This will allow better observation of moisture from cracks and joints. An allowance is included for a subconsultant locating service to perform field measurements to confirm reinforcing steel locations, if needed.

The ENGINEER will prepare an inspection report for each filter.

Assumptions: 1) Visual inspections will be performed by the ENGINEER. Based on the observations, the ENGINEER may recommend additional non-destructive testing of



concrete. The potential additional field services for non-destructive testing are included as an allowance (i.e. radiography or ultrasonic analysis). 2) ENGINEER will coordinate filter inspections with the CITY. These inspections are anticipated to occur just prior to and during the scheduled plant shutdowns in winter 2013 and spring 2014.

City inputs: 1) Provide relevant operations data and documents for JGMWTP and STWTP. 2) Provide tour of facilities to the ENGINEER. 3) Provide inputs on filter operations, including information on observed issues at specific filters, if any.

Deliverables: Data collection and analysis, meeting notes, filter inspection checklists, transmitted via emailed .pdf files.

Task 300 – Evaluate Potential Filter Upgrades

Task 310 – Evaluate Existing Filter Backwash Systems Hydraulics

The current backwash system at the JGMWTP is served by a 1-MG storage tank at the southwest corner of the site, and the backwash system at the STWTP includes a pumped backwash system. The ENGINEER will perform a hydraulic evaluation of the existing backwash systems to address potential issues associated with the operation of these systems, including the filter surface rakes and whether the storage tank should remain isolated from the distribution system.

A review of the potential benefits of adding air scour during backwashing will also be evaluated. The addition of air scour to the backwash system would require significant revisions to the existing filters, but generally reduces the amount of backwash water required per backwash.

Task 320 – Alternative Underdrain Evaluation

Both CITY WTPs filters are equipped with Wheeler type underdrain systems. An evaluation of current filter underdrain technologies will be performed, and presented in a workshop presentation to the CITY. The pros and cons of each type (e.g. slotted pipe lateral systems, plastic blocks) as well as comparative costs and applicability to the CITY's WTPs will be presented.

Assumptions: none

City inputs: Provide inputs on potential filter backwash system and underdrain upgrades.

Deliverables: Workshop slides, minutes, cost estimates, and conceptual drawings for viable alternatives, transmitted via emailed .pdf files.



Task 400 – Filters Master Plan Report

The ENGINEER will prepare a Filter Master Plan report summarizing the results of the filter evaluations from previous tasks. The Filter Master Plan will provide a filter asset rehabilitation and/or replacement prioritization plan to aid the CITY in prioritizing and scheduling recommended changes in the annual O&M and CIP budgeting process. The ENGINEER will coordinate with the CITY to establish ranking criteria to be used in the (potential) filters renewal projects. These criteria may include timing for project implementation relative to remaining service life, and risk of failure to implement the filter projects. The key steps in developing rehabilitation recommendations will include the following:

- Assigning condition values (e.g. good condition, minor defects, requires major rehabilitation) and associated numerical ranking/score.
- Estimating a filter's remaining useful service life (based on returning the filter to its original condition).
- Estimating replacement or upgrade value costs.

Assumptions: Condition values will be collected during the ENGINEER'S field inspections under Task 200 series.

City inputs: Provide inputs to assist with developing condition ranking matrices.

Deliverables: An electronic .pdf of the draft report will be transmitted to the CITY. Upon receipt of comments, an electronic .pdf and five hard copies of the final report will be given to the CITY.

PROJECT SCHEDULE

The estimated schedule for the project is as follows:

Notice to Proceed: mid-January 2014

Task 200 Existing Filters Evaluation (includes field inspections): JGMWTP January – February 2014, STWTP to be determined, potentially at end of 2014.

Task 300 Evaluate Existing Filter Backwash Systems and Potential Filter Upgrades: January 2013 – March 2014

Task 400 Filters Master Plan Report: April - May 2014 (or late 2014/early 2015 depending on timing for STWTP inspections)

Contract Completion March 31, 2015

Exhibit B
 City of Tempe
 Johnny G. Martínez and South Tempe WTPs Filter Evaluations and Improvements Study
Fee

Item	Task	Sr. Tech. Adv.	Project Manager	Engineer VI	Engineer V	Engineer III	CADD Designer	Technician	Word Processing /Clerical	Total Hours
ESTIMATED LABOR EFFORT										
100	Project Management, Meetings & Workshops		40							40
110	Project Management		14	8	12	20			4	66
120	Project Meetings & Workshop	8								
200	Existing Filters Evaluation									
210	Data Collection					2				2
220	Existing Filter Performance Review	2	2	2	12	16				34
230	Existing Filter Integrity Evaluation	2	2	20	18	36		4		82
300	Evaluate Potential Filter Upgrades									
310	Backwash System Hydraulic Evaluation	4	16		16	30				66
320	Alternative Underdrain Evaluation	4	16		16	30				66
400	Filter Master Plan Report	8	24		36	40	40	16	12	176
TOTAL ESTIMATED LABOR EFFORT		28	114	30	110	174	40	16	20	632
LABOR COSTS										
	Hourly Labor Rate (includes overhead, profit)	\$245.15	\$221.81	\$195.13	\$178.45	\$145.10	\$135.10	\$128.43	\$95.06	
	Subtotal Cost Per Labor Classification	\$6,964.20	\$25,285.77	\$5,953.75	\$19,829.50	\$25,247.40	\$5,403.90	\$2,054.80	\$1,901.50	
	Subtotal Lump Sum Labor Costs									\$ 92,241
ALLOWANCES										
	Printing									\$ 200
	Confined Space Entry Equipment Allowance									\$ 1,800
	Subtotal Direct Costs									\$ 1,700
TOTAL ESTIMATED ENGINEERING SERVICES										\$ 93,941

← Lump Sum

← Reimbursable

LABOR ALLOWANCE - STRUCTURAL FIELD TESTING										
Item	Task	Sr. Tech. Adv.	Project Manager	Engineer VI	Engineer V	Engineer III	CADD Designer	Technician	Word Processing /Clerical	Total Hours
ESTIMATED LABOR EFFORT										
A230	Allowance - Carollo Coordination w/ Non-destructive Test Sub		4	24	20					48
TOTAL ESTIMATED LABOR EFFORT			4	24	20					48
LABOR COST										
	Hourly Labor Rate (includes overhead, profit)	\$245.15	\$221.81	\$195.13	\$178.45	\$145.10	\$135.10	\$128.43	\$95.06	
	Subtotal Cost Per Labor Classification		\$887.22	\$4,683.00	\$3,569.00					
	Subtotal Labor Costs									\$ 9,139
OTHER ALLOWANCES										
	Printing									\$ -
	Field Testing Structural Subconsultant - radiography and/or ultrasound (Task 230); [assumes six site trips @ 3 hours per trip]									\$ 4,000
	Subtotal Other Allowances									\$ 4,000
TOTAL ESTIMATED ENGINEERING SERVICES - ALLOWANCE STRUCTURAL FIELD TESTING										\$ 13,139

← Allowance

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EXHIBIT C
AFFIDAVIT DEMONSTRATING LAWFUL
PRESENCE IN THE UNITED STATES

ARS §§1-501 and 502 require completion of the form to apply to the City for a local public benefit (defined as a grant, contract or loan). You must demonstrate through the presentation of one of the following documents that you are lawfully present in the United States.

LAWFUL PRESENCE IN THE UNITED STATES CAN BE DEMONSTRATED BY
PRESENTATION OF ONE (1) OF THE DOCUMENTS LISTED BELOW.

Please present the document indicated below to the City. If mailing the document, attach a copy of the document to this Affidavit. (If the document may not be copied, present the document in person to the City for review and signing of the affidavit.)

- _____ 1. An Arizona driver license issued after 1996.
Print first 4 numbers/letters from license: _____
- _____ 2. An Arizona non-operating identification License.
Print first 4 numbers/letters: _____
- _____ 3. A birth certificate or delayed birth certificate issued in any state, territory or possession of the United States.
Year of birth: _____; Place of birth: _____
- _____ 4. A United States Certificate of Birth abroad.
Year of birth: _____; Place of birth: _____
- _____ 5. A United States passport.
Print first 4 numbers/letters on Passport: _____
- _____ 6. A foreign passport with a United States Visa.
Print first 4 numbers/letters on Passport _____
Print first 4 numbers/letters on Visa _____
- _____ 7. An I-94 form with a photograph.
Print first 4 numbers on I-94: _____
- _____ 8. **A United States Citizenship and Immigration Services Employment Authorization Document (EAD).**
Print first 4 numbers/letters on EAD: _____
- _____ 9. **Refugee travel document.**
Date of Issuance: _____ Refugee Country: _____
- _____ 10. **A United States Certificate of Naturalization.**
Print first 4 digits of CIS Reg. No.: _____
- _____ 11. **A United States Certificate of Citizenship.**
Date of Issuance: _____ Place of Issuance: _____
- _____ 12. **A tribal Certificate of Indian Blood.**
Date of Issuance: _____ Name of Tribe: _____
- _____ 13. **A tribal or Bureau of Indian Affairs Affidavit of Birth.**
Year of Birth: _____ Place of Birth: _____

I DO SWEAR OR AFFIRM UNDER PENALTY OF LAW THAT I AM LAWFULLY PRESENT IN THE UNITED STATES AND THAT THE DOCUMENT I PRESENTED ABOVE AS VERIFICATION IS TRUE.

Signature	Business/Company (if applicable)
Print Name	Address
Date: _____	City, State, Zip Code

OFFICE USE ONLY: EMPLOYEE NAME: _____
EMPLOYEE NUMBER: _____

ALL VIOLATIONS OF FEDERAL IMMIGRATION LAW SHALL BE REPORTED TO 1-866-347-2423.

**CITY OF TEMPE
TEMPE, ARIZONA
DEPARTMENT OF PUBLIC WORKS**

**AFFIDAVIT OF GENERAL CONTRACTOR / PRIME CONSULTANT
REGARDING
HEALTH INSURANCE**

Arizona

Date _____

**Filter Rehabilitation – Johnny G. Martinez Water Treatment Plant and South Tempe Water Treatment Plant
Project No. 3205881**

I hereby certify that _____ (name of company) currently has, and all of its major subcontractors/subconsultants, defined as doing work in excess of \$30,000.00, will have, during the course of this contract, health insurance for all employees working on this project and will offer health insurance coverage to eligible dependents of such employees, as defined in the accompanying Guidelines. The company's health insurance is as follows:

Name of Insurance Company: _____

Type of Insurance (PPO, HMO, POS, INDEMNITY): _____

Policy No.: _____

Policy Effective Date (MM/DD/YY): _____

Policy Expiration Date (MM/DD/YY): _____

Signed and dated at _____, this _____ day of _____, 2013.

General Contractor/Prime Consultant

By: _____

STATE OF ARIZONA)
) ss
COUNTY OF MARICOPA)

SUBSCRIBED AND SWORN to before me this _____ day of _____, 2013.

Notary Public

My commission expires:

City of Tempe Guidelines for Implementation of Health Insurance

These Guidelines are provided for purposes of implementing Resolution No. 2000.73, which requires all employees of prime consultants, general contractors and major subconsultants and subcontractors to have health insurance and to offer health insurance to their eligible dependants, as determined at the start of each project. Questions regarding these guidelines should be directed to the City of Tempe Engineering Division at (480) 350-8200.

1. All Prime Consultants who enter into a Public Works contract or General Contractors who bid on Public Works projects that are advertised for bid and enter into a contract in excess of \$30,000 with the City of Tempe after January 1, 2001, are required to sign an affidavit in the form attached hereto. The prime consultant or general contractor shall require that all major subconsultants or subcontractors, defined as entities doing work in excess of \$30,000, comply with the health insurance requirements. In signing the affidavit, prime consultants and general contractors may refer to and rely upon these Guidelines for interpretation.
2. Health insurance is required for permanent employees who work for the consultant/contractor more than one hundred and twenty (120) days in any calendar year. A "work day" consists of any time within a twenty-four hour period, regardless of number of hours that the individual is paid. This requirement excludes students working part-time who are enrolled in a recognized educational institution. Many companies have a grace period or a qualifying period prior to commencement of insurance coverage, which is acceptable so long as the employee coverage begins by the 120th day of contract signing. Temporary employees will be covered to the same extent as the City of Tempe covers temporary employees as determined at the start of each project.
3. If a contractor is a "Union" shop and withholds union dues from employees for health insurance coverage that is also offered to their eligible dependents and meets all City requirements, the Contractor may so note on the required affidavit.
4. The health insurance requirements herein apply to all employees that are directly involved with the City of Tempe project including support and administrative personnel.
5. Health insurance coverage must be maintained during the entire time of the contract, including any warranty periods, with the City.
6. All complaints concerning violations of the health insurance requirements shall be filed by an employee, in writing, with the Public Works Department, within thirty (30) days from discovery of the violation. An administrative hearing will be held before the Public Works Director, and a written decision of findings will be provided to the parties to the hearing within ten (10) days thereafter. Appeal from the decision

of the Public Works Director may be made within ten (10) days of the date of the decision by filing a notice of appeal in writing with the Public Works Department. If an appeal is timely filed, an administrative hearing will be held before an administrative hearing officer appointed by the City Manager. The decision of the administrative hearing officer shall be final.

7. In the event of a finding by the City of a violation of the insurance provisions, the company in violation of the provision shall be barred from bidding on, or entering into, any public works contract with the City for a minimum period of three (3) years.
8. All consultants and contractors subject to the health insurance requirements shall post, in English and Spanish, notice of the health insurance requirements at their office and at the job site. Signs for posting will be provided by the City.

These "Guidelines for Implementation of Health Insurance", issued and dated this 21st day of August, 2002, hereby amend all guidelines previously issued.