

**CONSULTANT SERVICES FOR  
GENERAL ENGINEERING SERVICES CONTRACT**

**AGREEMENT**

**Contract No.**\_\_\_\_\_

This Agreement made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between the County of Cuyahoga, Ohio ("COUNTY"), and the consulting firm known as HNTB Ohio, Inc., an Ohio Corporation with principal offices located at 1100 Superior Avenue, Suite 1330, Cleveland, OH 44114, ("CONSULTANT").

**WITNESSETH:**

**WHEREAS**, the COUNTY has determined to engage the CONSULTANT to perform all engineering services and adjunct services as may be authorized on a Task Order basis by the COUNTY for this general engineering services contract; and

**WHEREAS**, on or about October 11, 2011, the Contracts and Purchasing Board, under Approval No. CPB2011-113, authorized the Director of the Office of Procurement and Diversity to advertise for general engineering services (RQ 21412), where said Request For Qualification RQ 21412 and related County documents are incorporated herein by reference (RQ 21412); and

**WHEREAS**, the Department of Public Works of Cuyahoga County, Ohio, has requested the employment, by the COUNTY, of the CONSULTANT, which, pursuant to a review process, was determined to be the most suitable for this RQ 21412; and

**WHEREAS**, the CONSULTANT has agreed to the terms and conditions for the consideration indicated herein below.

**NOW THEREFORE**, in consideration of the mutual promises and obligations herein to be observed and performed by the parties hereto, the COUNTY and the CONSULTANT hereby agree as follows:

**ARTICLE ONE - SCOPE OF AGREEMENT**

**Section 1 - Scope of Services:**

The Scope of Services to be performed under this Agreement shall be as outlined and authorized on a task order basis. Basic services may include, but are not limited to, the following:

Bridge Design and Inspection  
Autodesk Training  
Roadway Design  
Lighting Design

Right-of-Way Acquisition Services  
Right-of-Way Plan Development  
Traffic Signal Design  
Environmental Documentation

## Section 2 - Duration of the Agreement:

The duration of the agreement will be from January 23, 2012 through December 31, 2014.

## Section 3 - Administrative Procedures:

The COUNTY and the CONSULTANT agree to adhere to the following procedure for all work authorized under this Agreement:

- A.) The COUNTY will identify a task order and a general scope of services and ask the CONSULTANT to develop a detailed scope of services.
- B.) The COUNTY and the CONSULTANT will negotiate a fee for the scope of services. As part of the fee negotiation, the CONSULTANT will provide an itemized cost breakdown for the fee. If applicable, subconsultant fees shall also be itemized.
- C.) The COUNTY will issue a Notice to Proceed to the CONSULTANT to perform the task order in the form of a standard authorization letter (which can be transmitted via e-mail). The Notice to Proceed will generally include the following:
  - 1.) The authorized task order and scope.
  - 2.) A schedule of completion/project work schedule
  - 3.) The negotiated fee for the task order. In addition, the details regarding progress reports and fee payments will be included.

## Section 4 - Schedule of Completion/Project Work Schedule:

The CONSULTANT shall start work on authorized task orders as outlined in the Notice to Proceed for the task order. The Notice to Proceed will also contain a schedule of completion/project work schedule for the authorized Task Order. Any modifications to be made to the schedule of completion/project work schedule of an authorized task order will only be made by mutual written agreement from both the COUNTY and the CONSULTANT.

Mutually approved schedule of completion/project work schedule for authorized task orders shall be incorporated into this Agreement as if fully rewritten herein. Any permission for the extension of a task order's duration shall not constitute a change in scope.

**ARTICLE TWO - GENERAL CONDITIONS, TERMINATION OF AGREEMENT,  
INSURANCE AND MISCELLANEOUS ITEMS**

Section 1 - General Conditions, the COUNTY's Responsibilities:

The COUNTY shall:

- A.) Provide written approvals, as specified in Article One of this Agreement, or as mutually agreed to by the COUNTY and CONSULTANT, in a timely manner. Reports, plans and specifications shall be approved by the COUNTY as to scope, form, content and method of presentation prior to final acceptance by the COUNTY; and
- B.) Upon receipt of and acceptance of the final tracings, make or otherwise arrange for the reproduction of the plans required for record and construction bidding purposes; and
- C.) Prepare or arrange for the preparation of contract forms, bidding sheets, advertisements and awarding of the construction contract; and
- D.) Provide or make arrangements for field engineering, supervision and inspection of the construction contract; and
- E.) Serve notice to property owners, within fourteen working days, for any required rights-of-entry which the CONSULTANT may require to perform their contractual obligations of this Agreement, upon written request of the CONSULTANT.
- F.) COUNTY hereby represents that it owns the intellectual property rights in any plans, documents or other materials provided by COUNTY to CONSULTANT. If COUNTY does not own the intellectual property rights in such plans, documents or other materials, prior to providing same to CONSULTANT, COUNTY shall obtain a license or right to use, including the right to sublicense to CONSULTANT. COUNTY hereby grants CONSULTANT the right to use the intellectual property associated with plans, documents or other materials it owns or has the right to use for the limited purpose of performing the Services. COUNTY represents that CONSULTANT's use of such documents will not infringe upon any third parties' rights.

Section 2 - General Conditions, the CONSULTANT's Responsibilities:

The CONSULTANT shall:

- A.) Provide at its own expense all technical and professional services, labor, equipment and materials required for the execution of this Agreement, except as enumerated otherwise and elsewhere in this Agreement. In addition, they shall employ registered professional surveyors, engineers, etc., as necessary, to

be responsible for the gathering of data, design of and checking of the work covered by this Agreement. Any work covered under this Agreement which requires the stamp of a registered or certified professional shall be stamped with the appropriate seal of the registered or certified professional in the State of Ohio; and

- B.) Provide and make arrangements for traffic control and/or notify the proper local authorities if the activities of the CONSULTANT and/or its subconsultant shall, in any way, interfere with the flow of traffic or pose any hazards to the public; and
- C.) Accept responsibility for recommendations, plans and specifications embodied in the final products prepared by CONSULTANT under this Agreement and where applicable properly endorse the final products with the signature and seal of a registered professional engineer in the State of Ohio who was in responsible charge of the subject Task Order and the final products; and
- D.) Comply with all Federal, County, State and municipal laws, ordinances, resolutions and policies applicable to the work to be done under this Agreement. CONSULTANT shall obtain Federal, State, County and/or local licenses, permits and/or clearances necessary to fulfill their obligations of this Agreement; and
- E.) Agree that all work under this Agreement shall be done under the direction and supervision of one of the officers or principals of the CONSULTANT; and
- F.) Agree that all employees of the CONSULTANT shall cooperate with representatives of the Federal Highway Administration (FHWA), the Ohio Department of Transportation (ODOT), the COUNTY, various municipalities or any other agency (public or private) who may be involved in the development and/or construction of this project; and
- G.) Monitor the qualifications, capabilities and capacities of its subconsultants to perform those items of the scope of services which have been delegated to them. Should the CONSULTANT be required to change or add subconsultants through the course of this agreement, the CONSULTANT must receive written approval from the COUNTY. The CONSULTANT will be required to notify the COUNTY why a change or addition is required, how the change, addition or deletion will affect their original proposal and how this will affect the CONSULTANT'S ability to meet any other requirements of the COUNTY before receiving written approval. Replacement of a subconsultant from those identified in their proposal does not qualify as a reason for additional compensation per "Article 3, Section 4 Scope Changes" of this Agreement; and
- H.) All consultants and/or subconsultants hired by CONSULTANT, performing soils/foundation investigations and reports or structural design must be prequalified by ODOT for the subject work. It shall be the obligation and responsibility of CONSULTANT to initially determine and continually monitor the qualifications, capabilities and capacity of its subconsultants; and

- I.) Not engage the services of any persons in the employment of the COUNTY or any other public body in the State of Ohio for any of the work covered by the terms of this Agreement, without the specific written permission of the COUNTY.
- J.) Not be responsible for: construction means, methods, or safety in connection with the project; failure of any contractor, subcontractor, vendor, or other project participant, not under contract to CONSULTANT; or procuring permits, certificates, and licenses required for any construction unless such procurement responsibilities are specifically assigned to CONSULTANT as services under the applicable task order.

### Section 3 - Termination of Agreement:

This Agreement may be terminated by the COUNTY at its sole discretion by written notice to CONSULTANT. In that event, the compensation to be paid to the CONSULTANT by the COUNTY shall be determined by the COUNTY on the basis of work completed, usable maps and data available to the COUNTY.

### Section 4 - Insurance:

- A.) The CONSULTANT hereby agrees to save harmless the COUNTY from all judgments and liability to the extent caused by negligent errors or omissions of themselves, their employees and/or their subcontractors in the performance of the services under this Agreement.
- B.) The CONSULTANT shall maintain a general commercial liability policy with the minimum coverage being in the amounts of TWO MILLION DOLLARS (\$2,000,000.00) per occurrence and aggregate. Said insurance to be placed with an insurance company authorized to do business in the State of Ohio. CONSULTANT shall provide evidence of such insurance upon request by the COUNTY. Said policy shall name the COUNTY as additional insured and shall provide for notification to the COUNTY thirty (30) days prior to the cancellation of the policy except for notice of cancellation due to nonpayment of premium(s), which notice shall be ten (10) days prior to cancellation. A Certificate of Insurance shall be appended to this Agreement, by the CONSULTANT, when they agree to the terms of this Agreement.
- C.) The CONSULTANT shall secure Worker's Compensation for all of the CONSULTANT's employees as required by law. A Certificate of compliance from the State of Ohio's Bureau of Workers' Compensation shall be provided to the COUNTY upon request.

### Section 5 - Miscellaneous:

- A.) The COUNTY reserves the right to inspect any and all equipment, materials and technical data used or developed for the scope of this Agreement.

- B.) The COUNTY reserves the right to inspect the CONSULTANT's and/or their subconsultant's facilities and to conduct interviews of personnel previously and/or currently assigned to the project to assure the quality and progress of all authorized work.
- C.) For the purpose of this Agreement, the agent for the COUNTY and liaison officer on the matter contained herein shall be the Director of Public Works and/or such members of his staff as designated.
- D.) The COUNTY reserves the right to use all or any part of the reports, plans, specifications, files, data, and other documents contemplated by this Agreement in conjunction with, supplemental to, or otherwise as the COUNTY sees fit, in connection with any studies, reports, plans and undertakings of a professional engineering character which the COUNTY now or later may undertake of its own volition or through others in connection with any or all of the improvements hereinbefore described, provided, however, that any use except for the specific purpose intended herein, will be at the sole risk of the COUNTY and without liability or legal exposure to the CONSULTANT.
- E.) The CONSULTANT hereby agrees that there will be no charge to the COUNTY for any patent rights which it controls and which may be involved in the work under this Agreement unless such charges have been specified and included in the fees enumerated in Article Three of this Agreement. The CONSULTANT shall advise the COUNTY of any process or patent rights which are not held or controlled by the CONSULTANT, but which in the CONSULTANT's opinion may be involved in the work contemplated herein.
- F.) All plans, reports, specifications and any other records developed by the CONSULTANT solely in the performance of this Agreement, shall remain the sole property of the COUNTY. The CONSULTANT shall not copy or use such records except to develop contracted work associated with this Agreement. In addition, the CONSULTANT shall not transfer any such records to any other party not involved with this Agreement except for subcontractors working under this Agreement. All of the above shall be delivered to the COUNTY upon completion of this Agreement. Notwithstanding the above, CONSULTANT may retain a copy of any documents upon which it relied for its records.
- G.) During the performance of this Agreement, the CONSULTANT agrees for itself, its assignees, subconsultants, and successors in interest to comply with all applicable laws, resolutions, regulations and/or policies of the COUNTY, relative to equal employment, affirmative action and Women/Minority Business Enterprise requirements which are herein incorporated by reference and made a part of this Agreement. Failure to comply with any of the aforementioned laws, resolutions, regulations and/or policies may result in the termination of this Agreement.

- H.) The CONSULTANT warrants and represents that it has not employed or retained any company, firm or person, other than a bonafide employee working for the CONSULTANT, to solicit or secure this Agreement, and that it has not paid or agreed to pay any company, firm or person, other than a bonafide employee working for the CONSULTANT, any fee, commission, percentage, brokerage fee, gift, or any other consideration contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, the COUNTY shall have the right to annul this Agreement without liability, or in its discretion to deduct from the contract price or consideration, or otherwise recover, the full amount of such fee, commission, gift, percentage, brokerage fee, or contingent fee.

### **ARTICLE THREE - FEES, PROGRESS REPORTS, FEE PAYMENTS AND SCOPE CHANGES**

#### **Section 1 - Fees:**

In consideration of the terms and obligations of this Agreement, the COUNTY agrees to pay and the CONSULTANT agrees to accept a negotiated fee for each authorized task order as full compensation for services, labor, material, and equipment necessary to do the work specified in the Notice to Proceed for the task order, including overhead, profit and expenses of every kind incurred in connection with the undertaking and performing of said work, except those items specifically exempted herein and furnished by the COUNTY, as part of this Agreement.

The total maximum fee for all task orders authorized under this Agreement shall not exceed TWO HUNDRED AND FIFTY THOUSAND DOLLARS AND NO CENTS (\$250,000.00).

#### **Section 2 - Progress Reports and Fee Payment:**

The fees for the work to be performed under this Agreement, as set forth in Section 1 of this Article, shall be paid as follows:

- A.) For each authorized task order, partial payments of fees shall be made as the work progresses. However, the maximum compensation paid by the COUNTY shall not exceed the percentages of the total compensation outlined in the Notice to Proceed for the relevant task order. Invoices will be prepared and submitted to the COUNTY for payment based on the work performed since the previous invoice or notice to proceed, all of which are subject to audit by the COUNTY or others and possible revision. Each invoice shall include a written progress report that minimally contains a narrative describing what work has been completed since the last invoice and the percentage completion of the major tasks.
- B.) The CONSULTANT shall be required to submit invoices in a format that is recommended and acceptable to the COUNTY. Sample copies of this invoicing format shall be provided to the CONSULTANT by the COUNTY.

- C.) Invoices for any portion of the work authorized under this Agreement shall not be submitted more frequently than monthly.
- D.) If the CONSULTANT has not processed an invoice to the COUNTY for three consecutive months, the CONSULTANT must submit a written progress report updating the COUNTY accordingly.

Section 3 - Scope Changes:

It is understood and agreed by and between the parties hereto that only those situations, as documented by the CONSULTANT, and agreed to by the COUNTY shall constitute a scope change. Fee and schedule adjustments for documented scope changes shall be appraised and adjusted by mutual agreement.

Until the COUNTY has agreed that a scope change is in effect, the CONSULTANT shall continue to proceed with the work necessary to complete the authorized aspects of this contract as hereinbefore outlined. That is, a scope change request shall not constitute a reason for the CONSULTANT to delay or suspend work on any authorized tasks unless they have been so directed by the Director of Public Works, provided, however, nothing herein shall require CONSULTANT to commence any scope change until the parties have reached mutual written agreement on change. A change in scope of services is defined as any of the following:

- A.) The addition, deletion or substantial alteration of items of work for each authorized Task Order that was not included in the scope of services documents, scope meeting minutes or addenda to the scope meeting minutes which amended the original scope or the task order, and/or Notice to Proceed. Such substantial changes are beyond the reasonable control of the CONSULTANT.
- B.) A substantial revision to any reports, sheet layouts, plans, specifications, cost estimates, etc. which have been previously approved by the COUNTY or are a result of a radical change in policy.
- C.) Unavoidable delays or hindrances beyond the reasonable control of the parties to this Agreement which will require extending the time frame of the Agreement.



BY ENTERING INTO THIS CONTRACT I AGREE ON BEHALF OF THE CONTRACTING OR SUBMITTING BUSINESS ENTITY, ITS OFFICERS, EMPLOYERS, SUBCONTRACTORS, SUBGRANTEES, AGENTS OR ASSIGNS, TO CONDUCT THIS TRANSACTION BY ELECTRONIC MEANS BY AGREEING THAT ALL DOCUMENTS REQUIRING COUNTY SIGNATURES MAY BE EXECUTED BY ELECTRONIC MEANS, AND THAT THE ELECTRONIC SIGNATURES AFFIXED BY THE COUNTY TO SAID DOCUMENTS SHALL HAVE THE SAME LEGAL EFFECT AS IF THAT SIGNATURE WAS MANUALLY AFFIXED TO A PAPER VERSION OF THE DOCUMENT. I ALSO AGREE ON BEHALF OF THE AFOREMENTIONED ENTITIES AND PERSONS, TO BE BOUND BY THE PROVISIONS OF CHAPTERS 304 AND 1306 OF THE OHIO REVISED CODE AS THEY PERTAIN TO ELECTRONIC TRANSACTIONS, AND TO COMPLY WITH THE ELECTRONIC TRANSACTIONS, AND TO COMPLY WITH THE ELECTRONIC SIGNATURE POLICY OF CUYAHOGA COUNTY.

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

HNTB OHIO, INC.

By: Brian S. Swenson  
Brians. Swenson, PE  
Vice President

COUNTY OF CUYAHOGA, OHIO

Edward FitzGerald, County Executive

By: Ed FitzGerald/apc  
2012-03-19 16:25:42  
Edward FitzGerald, County Executive