

**CONSULTANT SERVICES FOR
TRANSITION PLANNING, MOVE COORDINATION AND MANAGEMENT
SERVICES FOR THE CUYAHOGA COUNTY HEADQUARTERS AND STORAGE
CONSOLIDATION**

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 Relocation Specialists, Inc., an Ohio Corporation (“CONSULTANT”).

WITNESSETH:

WHEREAS, the COUNTY has determined to engage the CONSULTANT to perform consulting services for transition planning, move coordination and management services relating to the County Headquarters and Storage Consolidation; and

WHEREAS, on or about May 23, 2013, the Deputy Chief, under Approval No. DC2013-140 authorized the Director of the Office of Procurement and Diversity to advertise for transition planning, move coordination and management services relating to the County Headquarters and Storage Consolidation (RQ 27720), where said Request For Qualification RFQ 27720 and related County documents are incorporated herein by reference; 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 27720; 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 in RQ 27720 and the CONSULTANT’S Proposal dated July 24, 2013, which are both hereby incorporated into and made part of this Agreement as though expressly rewritten herein.

It is understood and agreed that the provisions of this Agreement shall govern regarding non-scope of service items should there be any variance between the language of the aforementioned proposals and the provisions of this Agreement.

Section 2 – Schedule of Completion/Project Work Schedule:

The CONSULTANT shall start work on the various phases of this Agreement within ten (10) days after receipt of a notice to proceed on a specific phase. The CONSULTANT has provided a project work schedule in the proposal for the development of the work covered under this contract. Any modifications made to this schedule of completion/project work schedule will only be made by mutual agreement from both the COUNTY and the CONSULTANT where the Director of Public Works shall be authorized to make any and all such changes. Updates can be made by the COUNTY every time a task/phase milestone has been completed/approved.

The mutually approved schedule of completion/project work schedule shall be incorporated into this Agreement as fully written herein. Any permission for the extension of any or all task duration shall not constitute a change in scope.

Section 3 - Duration of the Agreement:

The duration of the agreement will be from August 5, 2013 through June 30, 2015.

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.) Make available to the CONSULTANT any existing floor plans, schematics and any other pertinent data on file in the office of the COUNTY which are applicable to the work covered in this Agreement; and

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; and
- B.) Accept responsibility for recommendations, plans and specifications embodied in the final products of this Agreement; and

- C.) 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
- D.) Agree that all employees of the CONSULTANT shall cooperate with representatives of the COUNTY, various municipalities or any other agency (public or private) who may be involved in this project; and
- E.) As part of its duties under this Agreement, have an officer or principal of the firm or project manager in attendance at all meetings called to discuss this project during the active life of this Agreement, whenever such attendance is requested by the COUNTY; and
- F.) 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
- G.) Not engage the services of any person or 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; and
- H.) Maintain vendor registration with the Cuyahoga County Inspector General throughout the life of the contract.

Section 3 - Termination of Agreement:

This Agreement may be terminated by the COUNTY at its sole discretion. 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 and usable data available to the COUNTY.

Section 4 - Insurance:

- A.) The CONSULTANT hereby agrees to save harmless the COUNTY from all claims and liability caused by negligent errors or omissions due to the activities of themselves, their employees and/or their subcontractors in the performance of the services under this Agreement.

B.) The CONSULTANT shall procure, maintain and pay premiums for the insurance coverage and limits of liability indicated below with respect to products, services, work and/or operations performed in connection with this Contract.

- i) Worker's Compensation Insurance as required by the State of Ohio. Such insurance requirement may be met by either purchasing coverage from the Ohio State Insurance Fund or by maintaining Qualified Self-Insurer status as granted by the Ohio Bureau of Workers Compensation (BWC).

For Consultants with employees working outside of Ohio, Worker's Compensation Insurance as required by the various state and Federal laws as applicable including Employers' Liability coverage with limits of liability not less than:

\$1,000,000 each accident for bodily injury by accident;
\$1,000,000 each employee for bodily injury by disease;
\$1,000,000 policy limit for bodily injury by disease.

Such insurance shall be written on the National Council on Compensation Insurance (NCCI) form or its equivalent.

- ii) Commercial General Liability Insurance with limits of liability not less than:

\$1,000,000 each occurrence bodily injury & property damage;
\$1,000,000 personal & advertising injury;
\$2,000,000 general aggregate;
\$2,000,000 products/completed operations aggregate.

Such insurance shall be written on an occurrence basis on the Insurance Services Office (ISO) form or its equivalent.

- iii) Business Automobile Liability Insurance covering all owned, non-owned, hired, and leased vehicles. Such insurance shall provide a limit of not less than \$1,000,000 combined single limit (bodily injury & property damage) each accident;

Such insurance shall be written on an occurrence basis on the Insurance Services Office (ISO) form or its equivalent.

C.) The insurance policies of the CONSULTANT required for this contract shall each name the "County of Cuyahoga, Ohio and its employees" as an Additional Insured and shall contain the following provisions:

- (i) Thirty (30) days prior notice of cancellation or material change;
- (ii) A waiver of subrogation wherein the insurer(s) waives all rights of recovery against the County.

- D.) The insurance required for this contract shall be provided by insurance carrier(s) licensed to transact business and write insurance in the state(s) where operations are performed and shall carry a minimum A.M. Best's rating of A VII or above.
- E.) These insurance provisions shall not affect or limit the liability of the CONSULTANT stated elsewhere in this Contract or as provided by law.
- F.) The CONSULTANT shall require any and all of its subconsultants to procure, maintain, and pay premiums for the insurance coverages and limits of liability outlined above with respect to products, services, work and/or operations performed in connection with this Contract.
- G.) The County reserves the right to require insurance coverages in various amounts or to modify or waive insurance requirements on a case-by-case basis whenever it is determined to be in the best interest of the County.
- H.) If the Bid/Proposal/RFQ specifies the need for higher limits of liability for any applicable insurance provision, the Bid/Proposal/RFQ specifications shall govern.
- I.) The CONSULTANT shall furnish a Worker's Compensation Certificate and Certificate of Insurance evidencing the insurance coverages required herein are in full force and effect. Acceptance of a non-conforming certificate of insurance by the County shall not constitute a waiver of any rights of the parties under this Contract.

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 her 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 architectural 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 inasmuch as

such studies and/or plans are not intended or represented to be suitable for reuse without specific written adaptation or verification by the CONSULTANT, any reuse without written adaptation or verification 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 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.
- I.) The CONSULTANT, its employees and subcontractors shall perform all work pursuant to this Agreement as independent contractors and not as employees of the COUNTY or the COUNTY DIRECTOR OF PUBLIC WORKS.

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 in full compensation for the professional services necessary to perform the Work herein specified, 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, a total amount not to exceed \$497,730.00.

At the COUNTY's discretion, the scope in any given phase may be modified, in which case funds may be shifted from one phase to another, but only with the prior written authorization of the Director of Public Works, provided that such transfer of funds does not cause the total amount of this Agreement to be exceeded.

Upon written notice to proceed by the COUNTY to the CONSULTANT, the COUNTY agrees to pay the CONSULTANT for the services provided for within this Agreement on an hourly rate basis, as follows:

Part 1	Temporary Move	\$ 110,000.00
Part 2	Final Move - Headquarters	\$ 115,000.00
Part 3	Final Move - Storage	\$ 105,000.00
Part 4	Asset Management	\$ 95,730.00
Part 5	Decommission	\$ 72,000.00

It will be the responsibility of the CONSULTANT to interpret, explain clarify and answer questions about the data, reports and/or studies at no additional fee to the COUNTY.

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.) Partial payments of fees shall be made as the work progresses and as outlined in this Agreement and the CONSULTANT'S proposal July 24, 2013. 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. Each invoice must also list all subconsultant charges and provide copies of subconsultant invoices.
- 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. Invoices

shall be paid within forty-five (45) days following County's receipt of the applicable invoice.

- 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 may 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 unless they have been so directed by the COUNTY. A change in scope of services is defined as any of the following:

- A.) The addition, deletion or substantial alteration of items of work in the project that was not included in the scope of services documents, RQ 25309, scope meeting minutes or addenda to the scope meeting minutes, and/or Notice to Proceed authorizing legislation or in the CONSULTANT'S Proposal. Such substantial changes are beyond the 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 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.

RELOCATION SPECIALISTS, INC.

By: Sheila E. Pernecki
Sheila E. Pernecki, President

COUNTY OF CUYAHOGA, OHIO

Edward FitzGerald, County Executive
By: Ed FitzGerald/apc
2013-08-19 09:16:38
Edward FitzGerald, County Executive