

**PROFESSIONAL SERVICES CONTRACT**  
**New Fairington Park and Botanical Garden Civil Design**  
**Request for Proposal 23-109**

This **CONTRACT** made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2023, by and between the City of Stonecrest (Party of the First Part, hereinafter called the “City”), and **Stantec Consulting Services Inc.** Party of the Second Part, hereinafter called the “Service Provider” or “Contractor”).

**NOW THEREFORE**, for and in consideration of the mutual promises and obligations contained herein and under the conditions hereinafter set forth, the parties do hereby agree as follows:

**1. TERMS:**

This Contract shall commence on the date all parties have executed the Contract (“Effective Date”) and shall terminate absolutely without further obligation on the part of the City on December 31, 2023 (“Initial Term”). This Contract may renew upon the same terms and conditions at the end of the Initial Term for one (1) twelve-month period (“Renewal Option”) upon mutual written agreement by the parties by December 31, 2023, unless the Contract is otherwise terminated pursuant to the terms herein. The Contract shall terminate absolutely without further obligation on the part of the City at the end of each calendar year as required by O.C.G.A. §36-60-13.

**2. ATTACHMENTS:**

The following documents are attached and are specifically incorporated herein by reference; and, along with this Contract and the General Conditions attached as Exhibit A encompass all of the **Contract documents :**

- I. General Conditions.
- II. Request for Proposal Introduction.
- III. Request for Proposal
- Exhibit A: Georgia Security and Immigration Compliance Affidavit.
- Exhibit B: Drug Free Workplace.
- Exhibit C: Purchasing Policy Addendum.
- Exhibit D: Affidavit Verifying Status for Public Benefit Application.
- Exhibit E: Non-Collusion Affidavit.

**3. PERFORMANCE:**

Service Provider agrees to furnish all skill and labor of every description necessary to carry out perform, perform the services in accordance with the Contract Documents (the “Work”).

**4. PRICE:**

The City agrees to pay the Service Provider following receipt by the City of a detailed invoice reflecting the actual work performed by the Service Provider, provided, however, the Service Provider guarantees that the maximum price for materials, labor, and expenses, shall be the amount reflected in Cost Proposal.

**5. INDEMNIFICATION AND HOLD HARMLESS:**

[See Section 13 of Exhibit A. --- General Conditions]

Service Provider further agrees to indemnify, and hold harmless the CITY, its council members, officers, and employees from liability for compensation under the Worker's Compensation Act arising out of injuries sustained by any employee or subcontract of the Service Provider, as allowed under the law.

**6. TERMINATION FOR CAUSE:**

The City may terminate this Contract for cause upon ten (10) days prior written notice to the Service Provider of the Service Provider's default in the performance of any term of this Contract. Such termination shall be without prejudice to any City's rights or remedies provide by law.

**7. TERMINATION FOR CONVENIENCE:**

The City may terminate this Contract for its convenience at any time upon (30) days written notice to the Service Provider. In the event of the City's termination of this Contract for convenience, the Service Provider will be paid for those services actually performed. Partially completed performance of the Contract will be compensated based upon a signed statement of completion to be submitted by the Service Provider who shall itemize each element of performance.

**8. TERMINATION FOR FUND APPROPRIATION:**

The City may unilaterally terminate this Contract due to lack of funding at any time by written notice to the Service Provider. In the event of the City's termination of this Contract for fund appropriation, the Service Provider will be paid for those services actually performed. Partially completed performance of the Contract will be compensated based upon a signed statement of completion to be submitted by the Service Provider which shall itemize each element of performance.

**9. CONTRACT NOT TO DISCRIMINATE:**

During the performance of this Contract, the Service Provider will not discriminate against any employee or applicant for employment because of race, creed, color, sex, national origin, age, or disability which does not preclude the applicant or employee from performing the essential functions of the position. The Service Provider will also, in all solicitations or advertisements for employees placed by qualified applicants, consider the same without regard to race, creed, color, sex, national origin, age, or disability which does not preclude the applicant from performing the essential functions of the job. The Service Provider will cause the foregoing provisions to be inserted in all subcontracts for any work covered by this Contract so that such provision will be binding upon each subservice providers for standard commercial supplies of raw materials.

**10. ASSIGNMENT:**

The Service Provider shall not sublet, assign, transfer, pledge, convey, sell or otherwise dispose of the whole or any part of this Contract or his right, title, or interest therein to any person, firm, or corporation without the previous consent of the City in writing.

**11. WAIVER:**

A waiver by either party of any breach of any provision, term, covenant, or condition of this Contract shall not be deemed a waiver of any subsequent breach of the same or any other provision, term, covenant, or condition.

**12. SEVERABILITY:**

The parties agree that each of the provisions included in this Contract is separate, distinct, and severable from the other and remaining provisions of this Contract and that the invalidity of any Contract provision shall not affect the validity of any other provision or provisions of this Contract.

**13. GOVERNING LAW:**

The parties agree that this Contract shall be governed and construed in accordance with the laws of the State of Georgia. This Contract has been signed in DeKalb County, Georgia.

**14. MERGER CLAUSE:**

The parties agree that the terms of this Contract include the entire Contract between the parties and, as such, shall exclusively bind the parties. No other representations, either oral or written, may be used to contradict the terms of this Contract.

**IN WITNESS WHEREOF**, the parties hereto, acting through their duly authorized agents, have caused this **CONTRACT** to be signed, sealed and delivered.

*Signatures on the following page.*

**STONECREST, GEORGIA**

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

Jazzmin Cobble

Mayor, Stonecrest, Georgia

ATTEST: \_\_\_\_\_

Sonya Isom

City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Denmark Ashby, LLC, City Attorney

**SERVICE PROVIDER: Stantec Consulting Services Inc.**

Signature \_\_\_\_\_

Date \_\_\_\_\_

Print Name \_\_\_\_\_

Print Title \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Signature

Date \_\_\_\_\_

Print Name \_\_\_\_\_

Print Title \_\_\_\_\_



## **GENERAL CONDITIONS**

### **1. SCOPE OF WORK**

The Contract will be to provide services to the City in accordance with the Contract Documents. All work will be performed under approved Task Orders. Each Task Order shall provide the specific Scope of Work and Fees.

### **2. REGULATIONS**

- 2.1 The Service Provider shall comply with all applicable federal, state and local laws, ordinances, rules and regulations pertaining to the performance of the work specified herein.
- 2.2 The Service Provider shall obtain all permits, licenses and certificates, or any such approvals of plans or specifications as may be required by Federal, State and local laws, ordinance, rules and regulations, for the proper execution of the work specified herein.
- 2.3 During the performance of this Contract, the Service Provider shall keep current and, if requested by the City, provide copies of any and all licenses, registrations or permits required by applicable governing agencies. The Service Provider shall keep a copy of any and all licenses, registrations and permits on the job site while performing the Contract work.
- 2.4 The Service Provider will comply with the City of Stonecrest's Financial Management and Purchasing Policies.
- 2.5 Service Provider will complete all work in accordance with all applicable legal requirements, including but not limited to O.C.G.A. § 50-5-63, as applicable.

### **3. SERVICE PROVIDER'S PERSONNEL**

- 3.1 The Service Provider will abide by all State and Federal regulations on wages and hours of an employee dealing with the employment relationship between the Service Provider and its subsidiaries or related parties and its employees, including but not limited to the Federal National Labor Relations Act, the Federal Fair Labor Standards Act, the Federal Civil Rights Act of 1964, as amended, and the Americans with Disabilities Act.
- 3.2 The Service Provider shall require all prospective employees to show proof of citizenship, or proof from the United States Immigration and Naturalization Service of valid entry permits and/or work permits for legal aliens and proof that such legal aliens are eligible to be employed in the United States. This includes any requirement for participation in the DHS e-Verify or SAVE program.
- 3.3 Should the Service Provider engage employees who are illiterate in English, it will be the Service Provider's responsibility and obligation to train such employees to be able to identify and understand all signs and notices in and /or around the areas that relate to them or the services being performed by them pursuant to this Contract. In addition, the Service Provider will have someone in attendance at all time who can communicate instructions to said employees.
- 3.4 The Service Provider shall maintain a drug-free workplace within the meaning of the Georgia Drug-free Workplace Act. No employee shall be hired by a Service Provider for

## **GENERAL CONDITIONS**

work on the City's premises prior to such employee having tested negative for drugs. In addition, existing employees having tested negative for drugs. In addition, existing employees of the Service Provider must be subject to drug testing by the Service Provider upon reasonable suspicion of drug use. Results of all such drug tests are to be retained by the Service Provider. Copies shall be provided to the City, if requested.

- 3.5 The Service Provider shall transfer promptly from the City any employee or employees that the City advises are not satisfactory and replace such personnel with employees satisfactory to the City; but in no event shall the City be responsible for monitoring or assessing the suitability of any employee or agent of the Service Provider.
- 3.6 The Service Provider's employees shall be instructed that no gratuities shall be solicited or accepted for any reason whatsoever from the tenants, customers or other persons at the City.
- 3.7 A valid driver license (Commercial Driver License, if applicable) will be required of all personnel operating motor vehicles or motorized equipment on roadways in or around the City.
- 3.8 While working on city property all Service Provider's employees shall wear neat-appearing attire and footwear of a style that the complies with all legal and safety requirements, including and without limitation, the requirements of OSHA.
- 3.9 Designation of Project Manager-the Service Provider shall designate an experienced Project Manager ("Project Manager") acceptable to the City for all purpose related to the work. The initial Project Manager shall be (TBD).
  - 3.9.1 The Project Manager shall be fully responsible for the Service Provider meeting all of its obligations under this Contract. The Project Manager shall provide the City with an appropriate status report on the progress of the project.
  - 3.9.2 The Project Manager shall be available, as reasonably required, to be on-site during necessary times. Such times shall be discussed between the Project Manager and the City, but the final required times will be the City's discretion.
  - 3.9.3 In the event that the designated Project Manager terminates employment with the Service Provider or is requested by the City to be removed from the role of Project Manager (as provided in Section 3.5), the position shall be assumed by an individual with equivalent qualifications, experience, and knowledge. Such replacement shall require the City's prior approval.
- 3.10 The process by which the implementation partner requests the removal of a team member from the project. If a Service Provider replaces a proposed team member, the Service Provider shall replace that team member of similar experience. The City reserves the right to accept or reject any proposed or replacement team member, with or without cause, at any time during the duration of the project.

## **GENERAL CONDITIONS**

### **4. TOOLS AND EQUIPMENT**

It shall be the sole responsibility of the Service Provider to provide for all tools, parts, and equipment necessary to perform work under this Contract.

### **5. PERFORMANCE REQUIREMENTS**

5.1 The Service Provider shall perform all of its obligations and functions under the Contract in accordance with the Contract specifications and to the standard of care of a reasonable professional that is performing the same or similar work, at the same time and locality and under the same or similar conditions faced by Service Provider (the "Standard of Care").

The Service Provider shall adjust and coordinate its activities to the needs and requirements of the City and perform its activities so as not to annoy, disturb, endanger, unreasonably interfere with or delay the operations or activities of the City.

5.2 The Service Provider's personnel shall perform work in compliance with all Federal, State, and City of Stonecrest regulations.

5.3 Dates for commencement and completion of work shall be coordinated with the City's Authorized Representative (CAR).

5.4 Any work required beyond that which is specified herein shall be reported in advance to the City. At no time shall work beyond the scope be performed without prior written authorization from the City.

5.5 The Service Provider shall utilize maximum safety procedures. Tools and equipment will be in a good state of repair, safe to use, and be used in the manner in which they were intended. The Service Provider is required to inform all workers and concerned persons of the Material Safety Data on all products being utilized on this project. No materials or equipment will be left unattended at any time.

### **6. CONFIDENTIAL INFORMATION**

6.1 In the course of performing the Contract work, the Service Provider may gain access to security-sensitive and other sensitive information of the City.

6.2 The Service Provider agrees to hold all City data and information in confidence and to make such information known only to its employees and subcontracts who have a legitimate need to know such information and only after advising such persons of the Service Provider's non-disclosure obligations.

6.3 The Service Provider shall seek the City's prior written consent before using for any purpose other than the fulfillment of the Service Provider's obligations hereunder, or before releasing, disclosing, or otherwise making such information available to any other person.

6.4 The Service Provider shall employ such practices and take such actions to protect the City's information from unauthorized use or disclosure as the Service Provider employs and takes to protect its own information, but in no event shall the Service Provider use less than reasonable efforts to protect the City's information.

## **GENERAL CONDITIONS**

- 6.5 The provisions of this Section shall survive the expiration or earlier termination of the Contract.

### **7. USE OF PREMISES**

During the progress of the work specified herein, to the extent any work is performed on the City's premises, the Service Provider shall keep the premises free from accumulation of waste materials, and other debris resulting from, work and about the premises as well as tools, equipment, machinery and surplus material, and leave the site clean and ready for occupancy by the City.

### **8. SAFETY AND PROTECTION**

The Service Provider shall be solely and completely responsible for initiating, maintaining and supervising all safety precautions for the safety of, and shall provide the necessary protection to prevent damage, injury or loss to all employees on the worksite and other persons including, but not limited to, the general public who may be affected thereby. Service Provider shall not be responsible for initiating, maintaining and supervising any safety precautions for the City's other consultants or contractors.

### **9. COMPENSATION – INVOICE AND PAYMENT FOR SERVICES**

- 9.1 The City shall pay the Service Provider, subject to any authorized deductions, the applicable prices set forth for each service authorized by the City, and actually delivered or performed, as the case may be, by the Service Provider to the satisfaction and acceptance, as appropriate, of the City. The timing of such payments shall be as set forth below in the Section.
- 9.2 The Service Provider shall invoice with such supporting documentation and other backup material as the City may reasonably require. The Service Provider shall provide the Proof of Payment indicating all subcontractors have paid, with each invoice.
- 9.3 The Service Provider shall deliver to the City approval and acceptance, and before eligible for final payment of any amounts due, all documents and material prepared by the Service Provider for the City under this Contract.
- 9.4 The City shall pay the undisputed amount of the Service Provider's invoice, as it may be reduced to reflect unsubstantiated or unsatisfactory service. Items in dispute shall be paid upon the resolution of the dispute. No verification or payment of any amounts invoiced shall preclude the City from recovering any money paid in excess of that due under the terms of this Contract.
- 9.5 The Service Provider shall be obligated to pay promptly all proper charges and costs incurred by the Service Provider for labor and expenses incurred for the work performed hereunder. The City shall have the right, but not the obligation, to pay directly to third parties (including subcontractors) all past due amounts owed by the Service Provider to third parties for labor and materials used for the work hereunder, based on invoices submitted by such third party, and all such amounts paid by the City shall be applied toward, and shall reduce, amount owed to Service Provider hereunder.

## **GENERAL CONDITIONS**

- 9.6 The Service Provider shall submit all invoices with purchase order number to: City of Stonecrest, GA, Accounts Payable, 3120 Stonecrest Blvd, Stonecrest, GA 30038 or email to [payables@stonecrestga.gov](mailto:payables@stonecrestga.gov).
- 9.7 The Service Provider will agree to comply with the City of Stonecrest's Financial Policies and Purchasing Policy, to the extent applicable.
- 9.8 The Service Provider agrees that the compensation provided herein shall be full and final settlement of all claims arising against Stonecrest for work done, materials furnished, costs incurred or otherwise arising out of this contract and shall release the City from any and all further claims related to the payment for services and materials furnished in connection with this Agreement.
- 9.9 The Service Provider and City agree that in any event a provision of this Contract pertaining to the time of payment, the rate of payment, and any rates of interest differs from any provision of the Prompt Pay Act, such provision of the Prompt Pay Act is hereby waived and said Contract provision shall control. The City shall not be responsible for any interest penalty or for any late payment.

## **10. COMPLIANCE WITH LAWS AND REGULATIONS**

- 10.1 The Service Provider shall perform its obligations and functions here under consistent with the Standard of Care to the applicable laws of the United States, the State of Georgia, DeKalb County, the City of Stonecrest, any applicable rules, regulations or directives of any agency thereof, and the applicable regulations of the City. OSHA rules and regulations shall be followed at all times. The City shall have the right (but not the obligation) to contest or challenge by any means whatsoever any law, regulation, rule or directive which in any way affects or otherwise impacts upon the Service Provider's performance of its obligations and functions hereunder; the Service Provider shall cooperate to the fullest extent and take whatever action (including becoming a party in any litigation) the City should reasonable request in connection with any such challenge or contest by the City.
- 10.2 The Service Provider shall obtain and keep current all licenses, permits and authorizations, whether municipal, county, state or deferral, required for the performance of its obligations and functions hereunder and shall pay promptly when due all fees therefore.
- 10.3 The Service Provider shall abide by all applicable state and federal regulations pertaining to wages and hours of an employees; including but not limited to the Service Provider's compliance with requirements of O.C.G.A. 13-10-91 AND Rule 300-104-1-.02.

## **11. SERVICE PROVIDER'S LIABILITY**

The Service Provider shall be responsible for the prompt payment of any fines imposed on the city or the Service Provider by any other federal, state or local governmental agency as a result of the Service Provider's, or its subcontractor's (or the officers' directors', employees' or agents' of either), failure to comply with the requirements of any law or any governmental agency rule, regulation, order or permit. The liability of the Service Provider under this Section 11 is in addition to and in no way a limitation upon any other liabilities and responsibilities

## **GENERAL CONDITIONS**

which may be imposed by applicable law or by the indemnification provision of Section 12 hereof, and such liability shall survive the expiration or earlier termination of this Contract.

### **12. INDEMNIFICATION AND INSURANCE**

- 12.1 The Service Provider shall, indemnify and hold harmless the City, and the members (including, without limitation, members of the City's Council, and members of the boards and of the City), officers, agents, representative and employees of each, from damages, losses, or expenses to the extent caused by or resulting from the negligence, recklessness, or intentionally wrongful conduct of the Service Provider or other persons employed or utilized by the Service Provider in the performance of the contract.
- 12.2 In addition to indemnification provisions stated above, if the City's use of any service, software, firmware, programming, or other item provided by or on behalf of the Service Provider is enjoined due to infringement of another person or entity's intellectual property rights, the Service Provider shall promptly, at its sole cost and expense, modify the infringing item so that it no longer infringes, procure for the City the legal right to continue using the infringing item, or procure for the City a non-infringing item, or procure for the City a non-infringing replacement item having equal or greater functional capabilities as the infringing item.
- 12.3 The Service Provider shall assume all responsibility for loss caused by neglect or violation of any state, federal, municipal or agency law, rule, regulation or order. The Service Provider shall give to the proper authorities all required notices relation to its performance, obtain all official permits and licenses, and pay all proper fees and taxes. It shall promptly undertake proper monetary restitution with respect to any injury that may occur to any building, structure or utility in consequence of its work. The Service Provider will notify the City in writing of any claim made or suit instituted against the Service Provider because of its activities in performance of the Contract.
- 12.4 No recourse under or upon any obligation, covenant or agreement contained in this Contract, or any other agreement or document pertaining to the work or services of the Service Provider hereunder, as such may from time to time be altered or amended in accordance with the provisions hereof, or any judgment obtained against the City, or by the enforcement of any assessment or by any legal or equitable proceeding by virtue of any statute or otherwise, under or independent of this Contract, shall be had against any member (including without limitation members of the City's Council, or members of the citizens advisory committees of each), any officer, employee representative or agent, as such, past, present, or future of the City, either directly or through the City or otherwise for any claim arising out of or in connection with this Contract or the work or services conducted pursuant to it, or for any sum that may be due and unpaid by the City. Any and all personal liability of every nature, whether at common law or in equity, or by statute or by constitution or otherwise, of any such member, officer, employee, representative or agent, as such, to respond by reason of any act or omission on his or her part or otherwise for any claim arising out of or in connection with this Contract or the work or services conducted pursuant to it, or for the payment for or to the City, or any receiver therefore or otherwise, or any sum that may remain due and unpaid by the City, is expressly waived and released as a condition of and in consideration of the

## **GENERAL CONDITIONS**

execution of this Contract and the promises made to the Service Provider pursuant to this Contract.

12.5 In any and all claims against the City, or any of their officers, members, agents, representatives, servants or employees, by any employee of the Service Provider, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, the indemnification obligation of the Service Provider under this Section 12 shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefit payable by or for the Service Provider or any subcontractor under Workers' Compensation Acts, disability benefit acts or other employee benefit acts.

12.6 No provisions of Section 12 herein shall be construed to negate, abridge, or otherwise reduce any other right of indemnity that the City may have as to any party or person described therein.

### 12.7 Insurance

12.7.1 General Liability and Automobile Liability. The Service Provider shall purchase and maintain in force during the term of the Contract, at its own cost and expense, to protect the Service Provider, the City, and the members (including, without limitation, all members of the governing City's Council and the citizens' advisory committees of each), officers agents, and employees of each, from and against any and all liabilities arising out of or in connection with the Service Provider's performance of the Contract work:

(1)

<b>CONTRACTS FOR UP TO \$50,000</b>
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**Worker's Compensation** – Worker's Compensation coverage on a statutory basis for the State of Georgia with an Employer's Liability limit of \$100,000 each Accident, Disease \$100,000 each employee, \$500,000 Disease policy limit.

**Automobile Liability** – Automobile liability coverage for owned, hired and non-owned vehicles in the amount of \$500,000 combined single limit.

**Commercial General Liability** – Coverage to be provided on "occurrence" not "claims made" basis. The coverage is to include Contractual liability, Per Project Limit of Liability, losses caused by Explosion, Collapse and Underground ("xcu") perils, the "City of Stonecrest" is to be added as an

<b>CONTRACTS FOR MORE THAN \$50,000</b>
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**Worker's Compensation** – Worker's Compensation coverage on a statutory basis for the State of Georgia with an Employer's Liability limit of \$1,000,000. The increased Employer's Liability limit may be provided by an Umbrella or Excess Liability policy.

**Automobile Liability** - Automobile liability coverage for owned, hired and non-owned vehicles in the amount of \$1,000,000 combined single limit.

**Commercial General Liability** – Coverage to be provided on "occurrence" not "claims made" basis. The coverage is to include Contractual liability, Per Project Limit of Liability, losses caused by Explosion, Collapse and Underground ("xcu") perils, the "City of Stonecrest" is to be added as an Additional Insured and Products and

## **GENERAL CONDITIONS**

Additional Insured and Products and Completed Operations coverage is to be maintained for three (3) years following completion of work.

Completed Operations coverage is to be maintained for three (3) years following completion of work.

### **CONTRACTS FOR UP TO \$50,000**

### **CONTRACTS FOR MORE THAN \$50,000**

#### **LIMITS OF LIABILITY:**

\$1,000,000	Per Occurrence
\$1,000,000	Personal and Advertising
\$50,000	Fire Damage*
\$5,000	Medical Payments*
\$1,000,000	General Aggregate
\$1,000,000	Products/Completed Operations per Occurrence and Aggregate

*\*These are automatic minimums*

**Owner's Protective Liability** – The City's Management may, in its discretion, require Owner's Protective Liability in some situations.

**Umbrella and/or Excess Liability** – The umbrella or Excess Liability Policy may be used to combine with underlying policies to obtain the limits required. The Management of the City may elect to require higher limits.

**Owner's Protective Liability** – The City's Management may, in its discretion, require Owner's Protective Liability in some situations.

12.7.2 Health Insurance. Not applicable.

12.7.3 Garage Liability Insurance. Not applicable.

12.7.4 Garage Keeper's Legal Liability Insurance. Not applicable.

12.7.5 Crime Coverage. Not applicable.



## **GENERAL CONDITIONS**

- 12.7.6 Pollution Liability Insurance. Not applicable.
- 12.7.7 Other Insurance Requirements. All insurance policies required by this Section 12 shall provide that they are primary insurance with respect to any other valid insurance the City may possess, and that any other insurance the City does possess shall be considered excess insurance only. All such insurance shall be carried with a company or companies which meet the requirements of Section 13.2 of these General Conditions and said policies shall be in a form satisfactory to the City. A properly completed and executed Certificate of Insurance on a form provided or approved by the City (such as a current ACORD certificate of insurance) evidencing the insurance coverage required by this Section shall be furnished to the City upon the Service Provider shall provide the City with at least thirty (30) days' prior written notice of any adverse material change in the Service Provider's required insurance coverage except that ten (10) days' notice of cancellation for non-payment is required. For purposes of this Section 12.7.10, and "adverse material change" shall mean any reduction in the limits of the insurer's liability, any reduction, non-renewal or cancellation of any insurance coverage, or any increase in the Service Provider's self-insured retention. Prior to the expiration of any such policy, the Service Provider shall file with the City a certificate of insurance showing that such insurance coverage has been renewed. If the insurance coverage is canceled or reduced, the Service Provider shall, within five (5) days after such cancellation or reduction in coverage, file with the City a certificate showing that the required insurance has been reinstated or provided through another insurance company or companies approved by the City. If the Service Provider fails to obtain or have such insurance reinstated, the City may, if it so elects, and without waiving any other remedy it may have against the Service Provider, immediately terminate this Contract upon written notice to the Service Provider. The City Manager shall have the right to alter the monetary limits or coverage herein specified from time to time during the term of this Contract, and the Service Provider shall comply with all reasonable requests of the City Manager with respect thereto.

### **13. LIABILITY INSURANCE**

- 13.1 N/A
- 13.2 All bonds and liability Insurance Companies furnishing insurance coverage required by these General Conditions shall (a) be approved by City Management, (b) approved to issue insurance policies in the State of Georgia, and (c) must have no less than a "B+" Financial Rating and a Financial Size Category of "Class VI" or higher according to the most current edition of A.M. Best's Insurance Reports or rated by Standard & Poors Insurance Ratings, latest edition as Secure ("BBB" or better). If the liability insurer is rated by A.M. Best's Insurance Reports at an "A- Financial Rating and a Financial Size Category of "Class VIII" or higher that the City Manager may waive the requirement for the insurer to be approved by the State of Georgia. Worker's Compensation self-insurance for individual Contractors must be approved by the Worker's Compensation Board, State of Georgia and/or Self-Insurance pools approved by the Insurance Commissioner, State of Georgia.

## **GENERAL CONDITIONS**

### **14. CONTRACT ADJUSTMENTS**

- 14.1 Notwithstanding any provision herein to the contrary, the City reserves the right to modify at any time the nature, method, scope, frequency, or timing of the Service Provider's obligations under this Contract (Contract Adjustments) in whatever manner it determines to be reasonably necessary for the proper completion of the Service Provider's work hereunder. Both parties agree that, should any Contract Adjustments be made, the Service Provider's compensation will be adjusted accordingly, in such amount or amounts as will be mutually agreed to by means of good faith negotiation by the City and Service Provider and, to the extent possible, by reference to any unit costs already established in the Proposal. Without exception, all deletion or additions to the scope of work will be set forth in a written Amendment to this Contract.
- 14.2 Notwithstanding the foregoing, the City shall have the right to terminate this Contract herein should the Service Provider and the City fail to reach agreement on the adjusted compensation within thirty (30) days after the date of the Contract Adjustment.
- 14.3 Notwithstanding the foregoing, there shall be no upward adjustment of the compensation on account of any Contract Adjustment made necessary or appropriate as a result of the mismanagement, improper act, or other failure of the Service Provider, its employees, agents, or its subcontractors to properly perform its obligations and functions under this Contract.

### **15. SUBCONTRACTORS**

- 15.1 The Service Provider shall perform all of its obligations and functions under this Contract by means of its own employees, or by a duly qualified subcontractor which is approved in advance by the City. Such subcontractor which is an affiliate, parent, or subsidiary company; or had principal owners, relative, management, or employees common to the Service Provider; or any other party that has the ability to significantly influence the management or daily business operations of the subcontractor must be disclosed in writing to the City Manager. Goods and services provided by subcontractors which are reimbursed by the City must be bona fide arm's-lengths transactions. In the event a subcontractor is employed, the Service Provider shall continuously monitor the subcontractor's performance, shall remain fully responsible to ensure that the subcontractor performs as required and itself perform or remedy any obligations or functions which the subcontractor fails to perform properly.

Nothing contained herein shall be construed to prevent the Service Provider from using the services of a common carrier for delivering goods to the City. The City approves the sub-Service Providers listed in the Statement of Qualifications.

- 15.2 This Contract shall be referred to and incorporated within any contractual arrangement between the Service Provider and a subcontractor and, in such contractual arrangement; the subcontractor shall give its express written consent to the provisions of this Section 15. To the extent feasible, the provisions of this Contract shall apply to any such subcontractor in the same manner as the apply to the Service Provider. However, such

## **GENERAL CONDITIONS**

application shall neither make any subcontractor a party to this Contract, nor make such subcontractor a third-party beneficiary hereof.

- 15.3 In the event that the Service Provider employs a subcontractor, then the City may require that copies of invoices for all work (including invoices submitted to the Service Provider for work performed by a subcontractor) shall be submitted to the City by the Service Provider and the City shall pay all compensation to the Service Provider. It shall be the sole responsibility of the Service Provider to deal with a subcontractor with respect to the collection and submission of invoices and the payment of compensation. In no event shall the City have any obligation or liability hereunder to any subcontractor, including, in particular, any obligations of payment.

## **16. DEFAULT AND TERMINATION**

16.1 In the event that:

- 16.1.1 the Service Provider shall fail to keep, perform or observe any of the promises, covenants or agreements set forth in this Contract (provided that notice of the first failure shall have been given to the Service Provider, but whether or not the Service Provider shall have remedied any such failure); or
- 16.1.2 the Service Provider shall fail to keep, perform or observe any promise, covenant, or agreement set forth in this Contract, and such failure shall continue for a period of more than five (5) days after delivery to the Service Provider of a written notice of such breach or default; or
- 16.1.3 the Service Provider's occupational or business license shall terminate, or the Service Provider shall fail to provide the City with any bond, letter of credit, or evidence of insurance as required by the Contract Documents, for any reason; or
- 16.1.4 the Service Provider fails for any reason to provide the City with an acceptable renewal or replacement bond or letter of credit within the time period specified by a provision for this Contract; or
- 16.1.5 the Service Provider shall become insolvent, or shall take the benefit of any present or future insolvency statute, or shall make a general assignment for the benefit of creditor, or file a voluntary petition in bankruptcy or a petition or answer seeking an arrangement for its reorganization, or the readjustment of its indebtedness under the Federal Bankruptcy laws, or under any other law or statute of the United States or any State thereof, or shall consent to the appointment of a receiver, trustee or liquidator of all or substantially all of its property; or
- 16.1.6 the Service Provider shall have a petition under any part of the Federal Bankruptcy laws, or an action under any present or future insolvency laws or statute filed against it, which petition is not dismissed within thirty (30) days after the filing thereof; or
- 16.1.7 there is any assignment by the Service Provider of this Contract or any of the Service Provider's rights and obligations hereunder for which the City has not consented in writing; or

## **GENERAL CONDITIONS**

- 16.1.8 the Service Provider shall default on any other agreement entered into by and between Service Provider and the City, then, in its discretion, the City shall have the right to terminate this Contract for default, which termination shall be effective upon delivery of written notice of such termination to the Service Provider. In the event that the City terminates this Contract for default, or the Service Provider abandons or wrongfully terminates the Contract, the Service Provider shall be paid for compensation earned to the date of termination or abandonment (but the City shall have the right to reduce by off-set any amounts owed to the Service Provider hereunder or under any other Contract or obligation by the amount of the City's damages and any amounts owed by the Service Provider to the City), but the Service Provider shall not be compensated for any profits earned or claimed after the receipt of the City's notice of termination by default or after abandonment or wrongful termination. The City's election to terminate or not to terminate this Contract in part or whole for the Service Provider's default shall in no way be construed to limit the City's right to pursue and exercise any other right or remedy available to it pursuant to the terms of the Contract or otherwise provided by law or equity.
- 16.2 Notwithstanding anything else herein contained, the City may terminate this Contract in whole or in part at any time for its convenience by giving the Service Provider thirty (30) days written notice. In that event, the Service Provider shall proceed to complete any part of the work, as directed by the City, and shall settle all its claims and obligations under the Contract, as directed by the City. The Service Provider shall be compensated by the City in accordance with the provisions hereof, including in particular Section 2 of these General Conditions, provided, however, that in no event shall Service Provider be entitled to compensation for work not performed or for anticipatory profits. Service Provider shall justify its claims, as requested by the City, with accurate records and data.
- 16.3 Bankruptcy and Liquidation – In the event the Service Provider (1) makes an assignment for the benefit of creditors, or petition or apply to any tribunal for the appointment of a custodian, receiver, or trustee for all or a substantial part of its assets; (2) commences any proceeding under any bankruptcy, reorganization, arrangement, readjustment of debt, dissolution, or liquidation law or statute of any jurisdiction whether now or hereafter in effect; (3) has had any such petition or application filed or any such proceeding commenced against it in which an order for relief is entered or an adjudication or appointment is made, and which remains undismissed for a period of sixty(60) days or more; (4) takes any corporate action indicating its consent to, approval of, or acquiescence in any such petition, application, proceeding, or order for relief or the appointment of a custodian, receiver, or trustee for all or substantial part of its assets; or (5) permits any such custodianship, receivership, or trusteeship to continue undischarged for a period of sixty (60) days or more causing the Service Provider or any third party, including, without limitation, a trustee in bankruptcy, to be empowered under state or federal law to reject this Contract or any agreement supplementary hereto, the City shall have the following rights:
- (i) In the event of a rejection of this Contract or any agreement supplementary hereto, the City shall be permitted to retain and use any back-up or archival copies of the software licensed hereunder under this Agreement for the purpose of enabling it to

## **GENERAL CONDITIONS**

mitigate damages caused to the City because of the rejection of this Contract. The City shall exert reasonable efforts to mitigate such damage by use of such back-up or archival copies.

- (ii) In the event of rejection of this Contract or any agreement supplementary hereto, the City may elect to retain its rights under this Contract or any agreement supplementary hereto as provided in Section 365(n) of the Bankruptcy Code.

Upon written request of the City to, as applicable, the Service Provider or the bankruptcy trustee or receiver. The Service Provider or such bankruptcy trustee or receiver shall not interfere with the rights of the City as licensee as provided in this Contract or in any agreement supplementary hereto to obtain the Source Material(s) from the bankruptcy trustee and shall, if requested, cause a copy of such Source Material (s) to be available to the City.

- (iii) In the event of rejection of this Contract or any agreement supplementary hereto, the City may elect to retain its rights under this Contract or any agreement supplementary hereto as provided in section 365(n) of the Bankruptcy Code without prejudice to any of its rights of setoff with respect to this Contract under the Bankruptcy Code or applicable non-bankruptcy law; or In the event of a rejection of this Contract or any agreement supplementary hereto, the City may retain its rights under this Contract or any agreement supplementary hereto as provided in section 365(n) of the Bankruptcy Code without prejudice to any of its right under section 503(b) of the Bankruptcy Code.

### **17. CITY'S AUTHORIZED REPRESENTATIVE**

During the term of this Contract, the City manager or designee may from time to time designate an individual to serve as the City's Authorized Representative (CAR) and an Assistant CAR designated to serve in that capacity in the absence of the CAR, who shall have such authority to act on the City's behalf as the City Manager may from time to time actually delegate to such person, but in no event shall the CAR have authority to modify or terminate this Contract, or make final decisions with respect to amendments, time extensions, assignments, cost or payment adjustments or payment disputes.

### **18. ASSIGNMENT**

Neither this Contract nor any of the Service Provider's rights or obligations hereunder may be assigned by the Service Provider without the City's prior written consent, which consent may be granted or withheld at the City's sole discretion. Any transfer of this Contract by merger, consolidation or liquidation (unless the stock of the Service Provider is traded on a national stock exchange or in a generally recognized over the counter securities market) any change in ownership of a power to vote a majority of the outstanding voting stock or ownership interests of the Service Provider shall constitute an assignment of this Contract for purposes of this Section. In the event the Service Provider assigns or subcontracts or attempts to assign or subcontract any right or obligation arising under this Contract without City's prior written consent, the City shall be entitled to terminate this Contract pursuant to the provisions of Section 17 hereof.

## **GENERAL CONDITIONS**

### **19. NOTICES**

- 19.1 Unless otherwise stated herein, all notices or other writings which the City is required or permitted to give to the Service Provider may be hand delivered, mailed via U.S. Certified Mail or sent next-day delivery by a nationally-recognized overnight delivery service to the Service Provider's address set forth in the Proposal. Any such notice shall be deemed to have been delivered upon actual delivery, or one (1) day following submission to a nationally-recognized overnight delivery service for next day delivery to the Service Provider, or three (3) days following submission to the Service Provider by U.S. Certified Mail.
- 19.2 Unless otherwise stated herein, all notices or other writings which the Service Provider is required or permitted to give to the City may be hand delivered to the City Manager, mail via U.S. Certified Mail. Or sent next-day delivery by a nationally-recognized overnight delivery service for next-day delivery to City, or three (3) days following submission to the City by U.S. Certified Mail. Any such notice shall be sent to:

City Manager  
Stonecrest City Hall  
3120 Stonecrest Blvd.  
Stonecrest, Georgia 30038

City Attorney  
Denmark Ashby, LLC  
100 Hartsfield Center Pkwy #400,  
Atlanta, GA 30354

Service Provider: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 19.3 Either party may change its notice address by written notice to the other given as provided in this section.

### **20. NONDISCRIMINATION**

- 20.1 During the performance of this Contract, the Service Provider, for itself, its assignees and successors in interest agrees as follows:
- 20.1.1 Compliance with Regulations. The Service Provider shall comply with the Law and Regulations as they may be amended from time to time (hereafter referred to as the "Regulations"), which are herein incorporated by reference and made a part of this Contract.
- 20.1.2 Nondiscrimination. The Service Provider, with regard to the work performed by it during the Contract, shall not discriminate on the grounds of race, color, or national origin in the selection and retention of any subcontractor, including procurement of materials and leases of equipment. The Service Provider shall not participate either directly or indirectly in the discrimination prohibited by the Regulations.
- 20.1.3 Solicitations for Subcontracts, Including Procurement of Materials and Equipment. In all solicitations either by competitive proposing or negotiation made by the Service Provider for work to be performed under a subcontract, including procurement of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the Service Provider of the Service

## **GENERAL CONDITIONS**

Provider's obligations under this Contract and the Regulation relative to nondiscrimination on the grounds of race, color or national origin.

20.1.4 Information and Reports. The Service Provider shall provide all information and reports required by the Regulations or directives issued pursuant thereto and shall permit access to its books, records, accounts, other sources or information, and its facilities as may be determined by the City to be pertinent to ascertain compliance with such Regulations, orders and instructions, the Service Provider shall so certify to the City, as appropriate, and shall set forth what efforts it has made to obtain the information.

20.1.5 Sanctions for Noncompliance. In the event of the Service Provider's noncompliance with the nondiscrimination provisions of this Contract, the City shall impose such Contract Sanctions as it may determine to be appropriate, including but not limited to:

20.1.5.1 Withholding of payments to the Service Provider under the Contract until the Service Provider complies, and/or

20.1.5.2 Cancellation, termination or suspension of the Contract, in whole or in part.

20.1.6 Incorporation of Provisions, The Service Provider shall include the provisions of subsections 20.1.1 through 20.1.5 in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Regulations or directives issued pursuant thereto. The Service Provider shall take such action with respect to any subcontract or procurement as the City may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, however, that in the event the Service Provider becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the Service Provider may request the City to enter into such litigation to protect the interest of the City and, in addition, the Service Provider may request the interest of the City and, in addition, the Service Provider may request the United States to enter into such litigation to protect the interests of the United States.

20.2 The Service Provider assures the City that it will comply with the pertinent statutes, Executive Orders and such rules as are promulgated to assure that no person shall, on the grounds of race, creed, color, national origin sex, age, marital status, or handicap be excluded from participating in any activity conducted with or benefiting from Federal assistance. This provision shall bind the Service Provider from the period beginning with the initial solicitation through the completion of the Contract.

## **21. COPYING DOCUMENTS**

The Service Provider hereby grants the City and its agent's permission to copy and distribute any and all materials and documents contained in, comprising, or which are otherwise submitted to the City with or in connection with the Service Provider's Proposal or which are contained in the Contract Documents (the "Submittals"). The permission granted by the Service Provider shall be on behalf of the Service Provider and any and all other parties who

## **GENERAL CONDITIONS**

claim any rights to any of the materials or documents comprising the Submittals. Such permission specifically authorizes the City and its agents to make and distribute such copies of the Submittals or portions thereof as may be deemed necessary or appropriate by the City for its own internal purposes or for responding to requests for copies from any member of the public regardless of whether the request is specifically characterized as a public records request pursuant to Georgia Cod. This provision shall survive the expiration or termination of the Contract.

### **22. GENERAL PROVISIONS**

- 22.1 The Contract Documents consist of the Contract, the Proposal Forms, the Instructions to Proposers, Request for Qualifications, all Addendum(s) issued prior to execution of this Contract, these General Conditions and Specifications. Together, these documents comprise the Contract and all the documents are fully a part of the Contract as if attached to the Contract or repeated herein. Precedence of the Contract Documents shall be as follows: (i) addendum(s) to the Contract Documents, (ii) the Contract, (iii) the General Conditions, (iv) the Scope of Work in Exhibit B, (v) the Request for Proposal, and (vii) the Bid Form.
- 22.2 This Contract represents the entire agreement between the parties in relation to the subject matter hereof and supersedes all prior agreements and understandings between such parties relation to such subject matter, and there are no contemporaneous written or oral agreements, terms or representation made by any party other than those contained herein. No verbal or written representations shall be relied upon outside the Contract terms and amendments. Without exception, all deletions or additions to the scope of work will be set forth in a written amendment to this Contract. No amendment, modification, or waiver of this Contract, or any part thereof, shall be valid or effective unless in writing signed by the party or parties sought to be bound or charged therewith; and no waiver of any breach or condition of this Contract shall be deemed to be a waiver of any other subsequent breach or condition, whether of a like or different nature.
- 22.3 The Service Provider shall, during the term of this Contract, repair any damage caused t real or personal property of the City and/or its tenants, wherever situated, caused by the intentional, reckless, or negligent acts or omissions of the Service Provider's officers, agents, or employees, and any subcontractors and their officers, agents, or employees, or , at the option of the City, the Service Provider shall reimburse the City for the cost of repairs thereto and replacement thereof accomplished by or on behalf of the City.
- 22.4 The Service Provider warrants to the City that no work performed or materials purchased pursuant to the Contract, whether by, from, or through the Service Provide or a subcontractor, shall cause any claim, lien or encumbrance to be made against any property of the City, and the Service Provider shall indemnify and hold the City harmless from and against any and all losses, damages and const, including attorneys' fees, with respect thereto. If any such claim, lien or encumbrance shall be filed, the Service Provider shall, within thirty (30) days after notice of the filing thereof, cause the same to be discharged of record by payment, deposit, bond, order of a court of competent jurisdiction or otherwise. This provision shall survive the expiration or termination of the Contract.



## **GENERAL CONDITIONS**

- 22.5 This Contract shall be deemed to be made, construed and performed according to the laws of the State of Georgia. Any suit or proceeding initiate for the purpose of interpreting or enforcing any provision of this Contract or any matter in connection therewith shall be brought exclusively in a court of competent jurisdiction in Dekalb County, Georgia, and the Service Provider waives any venue objection, including, but not limited to, any objection that a suit has been brought in an inconvenient forum. The Service Provider agrees to submit to the jurisdiction of the Georgia courts and irrevocably agrees to acknowledge service of process when requested by the City.
- 22.6 The section headings herein are for the convenience of the City and the Service Provider and are not to be used to construe the intent of this Contract or any part hereof, or to modify, amplify, or aid in the interpretation or construction of any of the provisions hereof.
- 22.7 The use of any gender herein shall include all genders, and the use of any number shall be construed as the singular or the plural, all as the context may require.
- 22.8 The delay or failure of the City at any time to insist upon a performance of any of the terms, conditions and covenants herein shall not be deemed a waiver of that breach or any subsequent breach or default in the terms, conditions, or covenants of this Contract. The Service Provider shall not be relieved of any obligation hereunder on account of its failure to perform by reason of any strike, lockout, or other labor disturbance.
- 22.9 The City shall have the right to recover from the Service Provider all of the City's costs and expenses incurred in enforcing the provisions of this Contract including, but not limited to, (1) the cost of administrative investigation and enforcement ( including, without limitation, audit fees and costs, attorneys' fees) and (2) the cost of any trial, appellate or bankruptcy proceeding (including, without limitation, investigation costs, audit fees and costs, attorney's fees, court costs, paralegal fees and expert witness fees). This provision shall survive the expiration or termination of the Contract.
- 22.10 The Service Provider shall not during the term of the Contract knowingly hire or employ (on either a full-time or part-time basis) any employee of the City.
- 22.11 The Service Provider shall be required, during the term of the Contract at no additional cost to the City, to take such reasonable security precaution with respect to its operations at City Hall as the City in its discretion may from time to time prescribe. The Service Provider shall comply with all regulation, rules and policies of any governmental authority, including the City, relating to security issues.
- 22.12 The City may, but shall not be obligated to, cure, at any time, upon five (5) days written notice to the Service Provider (provided, however, that in any emergency situation to the City shall be required to give only such notice as is reasonable in light of all the circumstances), any default by the Service Provider under this Contract; whenever the City so cures a default by the Service Provider, all costs and expenses incurred by the City in curing the default, including but not limited to, reasonable attorneys' fees, shall be paid by the Service Provider to the City on demand.

## **GENERAL CONDITIONS**

- 22.13 The City shall, in its discretion, be entitled to deduct from the compensation to which the Service Provider is otherwise entitled hereunder, an amount equal to any liabilities of the Service Provider to the City which are then outstanding. In the event that additional work beyond the scope of this Contract is requested by the City Manager and it results in any extra charges to the City, the Service Provider shall so advise the City in writing of the amount of the extra charges. The City is not required to pay any extra charges for additional work unless such work and the charges therefore have been approved in advance and have been confirmed in writing within twenty-four (24) hours by the City Manager, in his or her exclusive discretion.
- 22.14 The Service Provider is an independent Service Provider, and nothing contained herein shall be construed as making the Service Provider an employee, agent, partner or legal representative of the City for any purpose whatsoever. The Service Provider acknowledges that it does not have any authority to incur any obligations or responsibilities on behalf of the City and agrees not to hold itself out as having any such authority. Nothing contained in this Contract shall be construed to create a joint employer relationship between the City and the Service Provider with respect to any employee of the Service Provider or of its subcontractors.
- 22.15 The Service Provider and its subcontractors if any, shall maintain complete and accurate books and records in accordance with generally accepted accounting principles, consistently applied, and shall be in a form reasonable acceptable to the City Manager or designee. The Service Provider and its subcontractors shall account for all expenses of any nature related to transactions in connection with the Contract in a manner which segregates in detail those transaction from other transactions of the Service Provider and subcontractors and which support the amounts reported and /or invoiced to the City. At a minimum, the Service Provider's and subcontractor's accounting for such expenses and transactions shall include such records in the form of electronic media compatible with or convertible to a format compatible with computers utilized by the City at its offices; a computer run hard copy; or legible microfilm or microfiche, together with access to the applicable reader. All such books and records and computerized accounting systems shall upon reasonable notice from the City be make available in Dekalb County, Georgia, for inspection, examination, audit and copying by the City through and by its duly authorized representatives at any time for up to four (4) years after the year to which books and records pertain. Such inspection, examination, or audit may include, but is not limited to a review of the general input, processing and output controls of information systems, using read only access, for all computerized applications used to record financial transactions and information. The Service Provider and subcontractor shall freely lend its own assistance in a timely manner in making such inspection, examination, audit, or copying and, if such records are maintained in electronic and other machine-readable format, shall provide the City and/or its representative such assistance as may be required to allow complete access to such records. The City Manager may require the Service Provider and subcontractors to provide other records the City Manager, in his or her sole discretion, deems necessary to enable the City to perform an accurate inspection, examination or audit of expenses incurred in and transactions related to performance of this Contract. Such records shall be provided within thirty (30) days or request thereof. In the event that expenses incurred or reimbursed are found by such inspection, examination, or audit to

## **GENERAL CONDITIONS**

- have been overpaid, the Service Provider and its subcontractors agree that such amounts shall be payable to the City. If, prior to the expiration of the above-state four (4) year record retention period, any audit or investigation is commenced by the City, or any claim is made or litigation commenced relating to this Contract by the City, the Service Provider, or third party, the Service Provider shall continue to maintain all such records, and the City shall continue to have the right to inspect such records in the manner stated above, until the inspection, examination, audit, claim, or litigation is finally resolved (including the determination of any and all appeals or the expiration of time for an appeal). This provision shall survive the expiration or earlier termination of this Contract. In the event of any conflict between any provision of this Contract and generally accepted accounting principles or generally accepted auditing standards, the provisions of this Contract shall control even where this Contract references such provisions or standards. In particular, without limitation, the Service Provider and subcontractors shall maintain all records required under this Contract to the full extent required hereunder, even if some or all such records would not be required under such generally accepted accounting principles or auditing standards. If as a result of an inspection, examination or audit, it is established that amounts are due from the Service Provider to the City, the Service Provider shall forthwith, upon written demand from the City, pay the City such amount, together with interest on the amount due at the rate of twelve (12%) percent per annum, or if less, the maximum rate of interest allowed by law, from the date such additional amounts were overpaid by the City. Further if such inspection, examination or audit establishes that the Service Provider has over billed such amounts for any Contract period by two (2%) percent or more, then the entire expense of such inspection, examination or audit shall be paid by the Service Provider.
- 22.16 The Service Provider and subcontractors shall prepare and provide the City with all detailed reports as required under the Contract on a timely basis. The City reserves the right to modify the reporting procedures or the form and content of any report as it deems necessary.
- 22.17 There are no third-party beneficiaries to this Contract, and nothing contained herein shall be construed to create such.
- 22.18 In computing any period of time established under this Contract, except as otherwise specified herein the word “days” when referring to a period of time is ten (10) days or less means business days, and when referring to a period of time that is more than ten (10) days means calendar days. The day of the event, from which the designated period of time begins to run shall not be included. A business day is any day other than Saturday, Sunday, or Federal, State of Georgia or City holidays.
- 22.19 The Service Provider agrees to perform all acts and execute all supplementary instruments or documents which may be reasonably necessary to carry out or complete the transaction(s) contemplated by this Contract.
- 22.20 The City reserves the right to further develop, improve, repair and alter the facilities and all roadways, and parking areas, as it may reasonably see fit, free from any and all liability to the Service Provider for loss of business or damages of any nature whatsoever to the Service Provider occasioned during the making of such improvements, repairs, alterations and additions, including, but not limited to, any

## **GENERAL CONDITIONS**

damages resulting from negligence of the City or its employees, agents or Service Providers.

- 22.21 The Service Provider and the City hereby mutually waive any claim against each other and their respective members, officials, officers, agents and employees for damages (including damages for loss of anticipated profits) caused by any suit or proceedings brought by either of them or by any third party directly or indirectly attacking the validity of this Contract or any part thereof, or any addendum or amendment hereto, or the manner in which this Contract was solicited, awarded or negotiated, or arising out of any judgment or award in any suit or proceeding declaring this Contract, or any addendum or amendment hereto, null, void or voidable or delaying the same, or any part thereof, from being carried out.
- 22.22 At the option of the Service Provider, the products and/or services provided under the Contract resulting from this solicitation may be provided to other governmental agencies, including the State of Georgia, its agencies, political subdivisions, counties and cities under the same terms and conditions, including price, as such products and/or services are provided under this Contract. Each governmental agency allowed by the Service Provider to purchase products and/or services in connection with this Contract shall do so independent of the City or any other governmental entity. Each agency shall be responsible for its own purchases and shall be liable only for goods and services ordered, received and accepted by it. The City shall have no liability to Service Provider or any governmental agency resulting from the purchase by that agency of products and /or services from the Service Provider in connection with this Contract.

### **23. GRATUITIES, REBATES, OR KICKBACKS.**

- 23.1 GRATUITIES. It shall be unethical for any person to offer, give or agree to give any employee or official of the City or for any employee or official of the City to solicit, demand, accept from another person, a gratuity, rebate, loan, offer of employment or other services or property of value in connection with any decision, approval, disapproval, recommendation or preparation of any part of a program requirement or a purchase request including the content of any specification or procurement standard, rendering of advice, investigation, auditing or in any other advisory capacity in any particular matter, pertaining to any program requirement or a Contract or subcontract, or to any solicitation or proposal therefore in any manner inconsistent with the State of Georgia's Department of Administrative Services Gratuity Policy. Rebates normally or routinely offered to customers in the ordinary course of business for the purchase of goods and services are acceptable and are the property of the City.
- 23.2 KICKBACK AND REBATES. It shall be unethical for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor to this Contract to the prime contract or higher tie subcontractor, or any person associated therewith, as an inducement for a subcontractor or order.

*End of General Condition.*

# **REQUEST FOR PROPOSAL INTRODUCTION**

## **INTRODUCTION, BACKGROUND, AND RFP PROCESS**

### **Introduction**

This Request for Proposal (RFP) is for qualified Proponents (“Proponent” or “Proponents”) for the New Fairington Park and Botanical Garden Civil Design. A detailed Scope of Services (“SOS”) is set forth in this RFP.

### **Background**

City of Stonecrest adopted a Parks Master Plan in October 2020. One of the new parks included in the Parks Master Plan is to develop a Park and Botanical Garden at the property at the end of Fairington Parkway.

The city owns six parcels at the end of Fairington Parkway. The Tax parcel ID for these Parcels are 16-075-01-003 (5954 Rock Springs Road) – 18.82 Acres, and 16-074 03 005 (3001 Fairington Parkway) – 12.89 Acres, 16-074-03-018 (2934 Fairington Parkway) – 1.76 Acres, 16-074-03-019 (2958 Fairington Parkway) – 0.22 Acres, 16-074-03-020 (2963 Fairington Parkway) - 1.13 Acres, and 16 075 01 104 – 30.84 Acres. Total acreage for this facility is 65.66 Acres. The master plan proposes a Botanical Garden and associated infrastructure and several other elements for this location. Some of the elements for this park includes:

Trail connection to existing Fairington Park and to the adjacent residential neighborhoods

- Restored woodlands and woodland gardens.
- Botanical Garden with Gardens highlighting the flora of the Piedmont region.
- Dog Park and Dog Park Pavilion
- Walking and Fitness Trail
- Amphitheater and Event Space
- New Stonecrest Community Center and Aquatic Center
- Outdoor Classrooms
- Children Playground
- Park Pavilion and Restrooms
- Fitness Challenge Course and Meeting Pavilion
- Community Garden with plots available for rent
- Multi-Purpose Fields for athletic Events
- Parking Lot

Master Plan pages for new Fairington Park and Botanical Garden is provided in Appendix A. The city wishes to complete civil design in several phases of the elements proposed in the Master Plan. Phase I civil design will include the following elements within the front portion of the park. Those elements in the Phase I design are:

## **REQUEST FOR PROPOSAL INTRODUCTION**

06 – Dog Park

07 – Dog Park Pavilion

24 – Park Entry Avenue

23 – Multi-Purpose Fields

25 – Entry Pavilion

08 – Parking

26- Adjacent Property Parking (eliminated and combined with 08)

22- Community Gardens

15 – Stonecrest Community Center (Grading and Drainage Only, building design will be bid separately)

### **Scope of Work**

The scope of services is to include the following:

#### **Task I – Boundary Survey, topographic Survey, and existing condition survey**

Boundary survey will include establishing property corners and providing base boundary map for the park. The site is a former country club course and has mainly been unused for several years. A topographic survey is required for civil engineering design of the entire park and Botanical Garden in phases. There are no known utilities within the site. Portion of Fairington Parkway is located within Parcel 5454 Rock Springs Road. The survey includes locating streets, utilities, and topography of the existing road. In addition, all existing concrete/asphalt trails within the property shall be located. All existing streams, creeks, wetland, and floodplains shall be located and shown on the existing condition plan.

All Specimen trees shall be identified and located in the tree survey. Specimen tree is defined as any tree in fair or better condition which equals or exceeds the following diameter sizes:

- a. large hardwoods, i.e., oaks, hickories, yellow poplars, and similar species: 30 inches DBH.
- b. large softwoods, e.g., pines, evergreens, and similar species: 30 inches DBH.
- c. small trees, e.g., dogwoods, redbuds, sourwoods, and similar species: Ten inches DBH and the Crape Myrtle trees within the property.

#### **Task II – Civil Site Engineering Design**

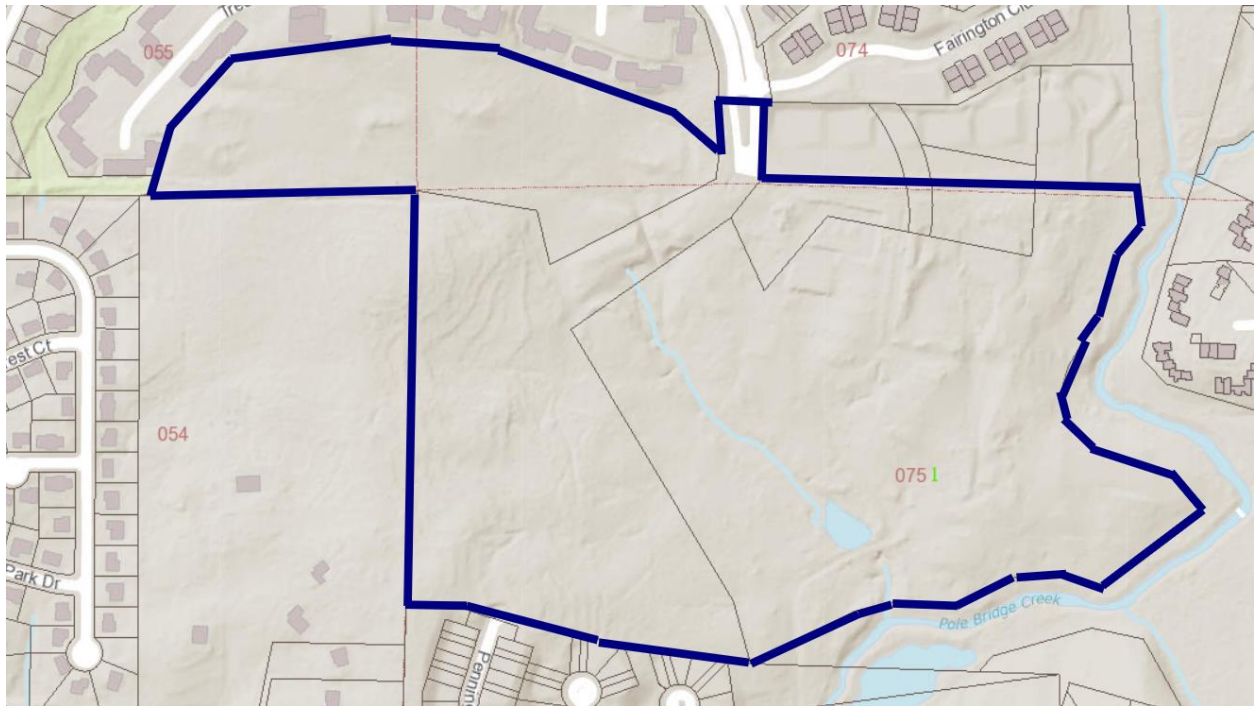
The task will include the development of draft Concept Plans for review by City Staff and provide input prior to proceeding with final design. Concept plan should depict the amenities and infrastructure outlined in the Master Plan. Some minor adjustments will be made to the master plan to include the offsite parking (26) within the city owned property. Site Design includes the following:

## **REQUEST FOR PROPOSAL INTRODUCTION**

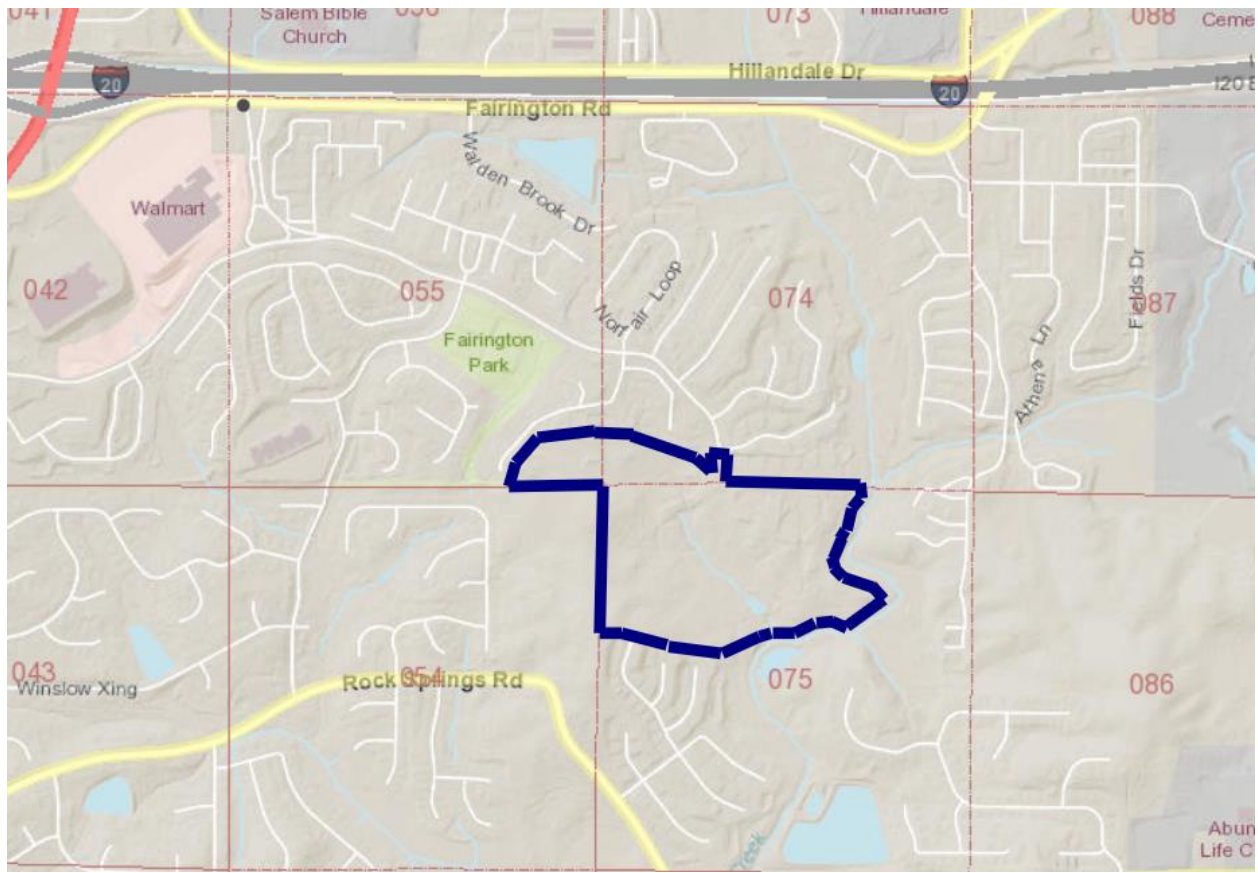
1. Existing condition plan
2. Erosion and sediment control plan
3. Tree Protection Plan
4. Grading Plan
5. Drainage plan and Profile
6. Utility Plan (Water and Sewer)
7. All required standard and specific details.

### **Task III – Bid Assistance and Engineer of Record Services during construction.**

The selected firm shall provide a bid quantities table for bidding purposes and provide a scope of work for construction bidding. In addition, the Selected firm shall provide engineer of record services such as responding to the questions from potential bidders during the procurement process, attend the pre-bid and pre-construction meetings, attend construction progress meetings, respond to RFI's, clarify the design if any conflict between design drawings and site conditions arises.



## REQUEST FOR PROPOSAL INTRODUCTION



***End of Request for Proposal Introduction.***



# **REQUEST FOR PROPOSAL**

## **I. REQUEST FOR PROPOSAL PROCESS**

The Request for Proposal (RFP) must contain the information outlined below.

Please include a title on each page of your RFP and the number of pages to ensure proper identification.

1. Cover Letter
2. Executive Summary
3. Evaluation and Selection Criteria
4. Cost Proposal

### **1. Cover/Transmittal Letter**

Each proposal must have a Cover/Transmittal Letter briefly summarizing the qualifications and experience relevant to the scope. Please include in the letter the following:

- i. Company's information, including the name of the company (include any dba names); headquarters and parent company locations, and a brief history of the company.
- ii. **Company's mailing address, contact person, telephone number for the primary contact person, and email address.**
- iii. A principal or officer of the company authorized to execute contracts or other similar documents on the firm's behalf must sign the letter.

### **2. Executive Summary**

An executive summary letter should include the key elements of the respondent's proposal and an overview of the proposed team. Indicate the address and telephone number of the respondent's office located nearest to Stonecrest, Georgia, and the office from which projects will be managed.

Complete submissions to this Request for Proposals will contain sufficient information to provide the City of Stonecrest with a thorough description of the Offeror's qualifications to accomplish the work described in this solicitation and proposed commitment to the City of Stonecrest projects.

### **3. Evaluation and Selection Criteria**

The City, at its discretion, may award the Contract to the responsible and responsive consultant submitting the proposal which is deemed to be the most advantageous to the city. The following is the evaluation criteria the city will consider in determining which proposal is most advantageous to the city:

- #### **3.1.1 Project Personnel (25 Points)**
- Proponent shall provide resumes on all personnel to be assigned to this project. Personnel should have experience with similar projects and

## **REQUEST FOR PROPOSAL**

have the requisite background necessary to complete the proposed scope of work.

**3.1.2 Project Experience and References (25 Points)** - Proponent shall have experience completing similar projects which should be demonstrated by providing describing three (3) projects that best match the scope and desired outcomes for this project.

- Reference: Include a list of references for these projects. Naming of a reference is considered permission to contact the reference. The City may contact outside individuals, whether offered as references or not. The City retains the right to use such information in its decision.
- Provide, as references, the names of at least three (3) local clients you have served in the last five (5) years. Please include the following:
  1. Client's/Owner's Company Name
  2. Address
  3. Contact Person Information
  4. Phone and Email Addresses
  5. Project(s) completed with listed Client/Owner

**3.1.3 Project Understanding & Approach (30 Points)** - Proponent shall include a narrative that presents the services the firm would provide detailing the approach, methodology, deliverables, and client meetings to be provided. A proposed **timeline** for preparation and implementation of the procurement card audit and its components.

**4. Cost Proposal (20 Points)** – In this section the Proponent shall outline a pricing schedule that identifies all pricing elements discussed in the proposal to accomplish the City requirements. Pricing that is identified in unit measures (prices per hour, day, week, etc.) shall also be accompanied by an estimated number of units expected to complete the task.

**Scoring Criteria**

<b>FACTOR</b>	<b>POINTS</b>
<b>Project Personnel</b>	<b>25</b>
<b>Project Experience</b>	<b>25</b>
<b>Project Understanding &amp; Approach</b>	<b>30</b>
<b>Cost Proposal</b>	<b>20</b>
<b>Highest Possible Score</b>	<b>100</b>

**5. Other Considerations**

**5.1.1** All materials submitted in response to this RFP become the property of the City and will be returned only at the option of the City. The City reserves the right to use any or all ideas presented in any response to the RFP, and selection or rejection of the proposal does not affect this right.

**5.1.2** After the initial review of proposals, the City may invite representatives of firms responding to this RFP to discuss the proposal with key personnel who would be

## **REQUEST FOR PROPOSAL**

engaged in the provision of services. Such interviews will be conducted for fact finding and explanation purposes and will not include negotiation. The City will not be liable for expenses incurred for any such interview.

- 5.1.3** Until the City acts formally to approve a contract, and until such contract is signed by both parties, the City is not legally obligated in any respect.
- 5.1.4** The Proponent must maintain all licenses, permits, certifications, and other authorizations necessary to provide the needed services as required by federal, state, or local laws.
- 5.1.5** The Proponent will be required to indemnify, defend and hold the City, its officers and employees harmless from and against all losses, claims, suits or judgments, including payment of attorneys' fees and costs, incurred or asserted against the City as a result of or arising from the firm's negligent acts or omissions. This provision of a contract resulting from this RFP will survive the expiration or termination of the contract.
- 5.1.6** During the Selection Process, the City reserves the right for any reason deemed appropriate by the City: to waive portions of the RFP; to waive any minor informality in the proposal; to request "best and final" offers; to reject any and all Proposals; to terminate the RFP; and to issue a new RFP.

## **6. TIMELINE FOR RFP**

**RFP Number: 23-116, Comprehensive Plan Update**

**Pre-bid Conference: August 29, 2023, at 11:00 a.m. EST.**

**Questions Due: September 4, 2023, 4:00 p.m. EST**

**Proposal Due Date: September 14, 2023, at 4:00 p.m. EST.**

**Proposals shall only be accepted online through the Bidnet Portal:**

<https://www.bidnetdirect.com/georgia/cityofstonecrest>

All submissions are due at the location specified no later than the date and time specified herein. The RFP package must include detailed information relative to Request for Proposal Process and Selection Criteria, as required. Exhibit A-E must be attached and must be signed by a person authorized to legally bind the company.

## **7. Award of Contract**

The Purchasing Department will open the Proposals and prepare a register of those Proponents submitting proposals. All proposals shall remain firm for ninety (90) calendar days after the Proposal opening.

Before awarding the RFP, the City may request additional information from Proponents. The City reserves the right to reject any and all proposals if it determines that the criteria set forth has not been met or for any other reason in its sole discretion.

## **REQUEST FOR PROPOSAL**

The RFP contract will not necessarily be awarded to the Proponent submitting the Proposal that receives the highest rankings or submits the highest financial proposal. The City will award the contract to only one responsive and responsible Proponent submitting the most advantageous proposal taking into consideration the evaluation criteria, responsiveness of the proposal to the RFP Requirements, program goals and objectives, and overall costs to the City.

The selected proposal will be presented to the City of Stonecrest Mayor and City Council for formal acceptance and authorization of an Agreement.

### **8. Proposal Rejections**

The City reserves the right to accept or reject any and all responses and to waive technicalities as deemed to be in the best interest of the City.

Proposals will be rejected from any party (as an individual or as part of a partnership or entity) who:

- Is delinquent in the payment of property or other taxes with Stonecrest.
- Is delinquent in the payment of a loan(s) with the City.
- Has had property acquired through foreclosure or a judgment within the past ten (10) years.
- Has outstanding judgments or debts owed to the City.
- Has been convicted of a felony that affects property or neighborhood stability, health, safety or welfare.

Public records and tax and court records will also be checked prior to award of contract. If these conditions exist, the City may terminate the Contract.

### **9. Disclaimer/Reservation of Rights**

The City does not make representations or warranties, express or implied, as to the accuracy and/or completeness of the information provided in this RFP.

The City reserves the right to extend the deadline for submission of Proposals, to request supplementary information, to conduct interviews with any or all of the Proponents submitting proposals, to waive minor informalities, and to reject any or all proposals, in whole or in part, if in its sole judgment the best interests of the City would be served in doing so. The City will reject any and all proposals when required to do so by applicable law.

### **10. Due Diligence**

The Proponent shall be responsible for conducting due diligence in responding to this RFP. If, after the RFP is issued but prior to the receipt of Proposals, the RFP must be amended or clarified, the purchasing agent may issue an Addendum.

***End of Request for Proposa***

# APPENDIX

## Forms



### EXHIBIT A GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT

Contractor(s) Name: Stantec Consulting Services Inc.  
Address: 229 Peachtree St. NE, Suite 1900, Atlanta, Georgia 30303-1629

By executing this affidavit, the undersigned person or entity verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm, or corporation which is registered with, is authorized to participate in, and is participating in the federal work authorization program commonly known as E-Verify,\* in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91.

The undersigned person or entity further agrees that it will continue to use the federal work authorization program throughout the contract period, and it will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the undersigned with the information required by O.C.G.A. § 13-10-91(b).

The undersigned person or entity further agrees to maintain records of such compliance and provide a copy of each such verification to the City of Stonecrest within five (5) business days after any subcontractor(s) is/are retained to perform such service.

48737  
E Verify™ Company Identification Number

06/19/2007  
Date of Authorization

*Allyssa Hogan*  
BY: Authorized Officer or Agent  
(Name of Person or Entity)

08/07/2023  
Date

SUBSCRIBED AND SWORN BEFORE  
ME ON THIS THE

7th DAY OF August, 2023

*Kimberly Lehner*  
Notary Public



My Commission Expires: 10/02/2026

**\* or any subsequent replacement** operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603.



# APPENDIX

## Forms

### EXHIBIT B

#### DRUG-FREE WORKPLACE

The undersigned certifies that the provisions of Code Sections 50-24-1 through 50-24-6 of the Official Code of Georgia Annotated, relating to the "Drug-free Workplace Act", have been complied with in full.

The undersigned further certifies that:

- (1) A drug-free workplace will be provided for the Service Provider's employees during the performance of the Contract; and
- (2) Each Service Provider who hires a subcontractor to work in a drug-free workplace shall secure from the subcontractor the following written certification:

"As part of the subcontracting agreement with City of Stonecrest (Service Provider), Stantec Consulting Services Inc. (subcontractor) certifies to the Service Provider that a drug-free workplace will be provided for the subcontractor's employees during the performance of this Contract pursuant to paragraph (7) of the subsection (b) of Code Section 50-24-03."

Also, the undersigned further certifies that he/she will not engage in the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana during the performance of the Contract.

Stantec Consulting Services Inc.

Company Name

Stephen Hopper

08/07/2023

BY: Authorized Officer or Agent

Date

(Service Provider Signature)

Associate

Title of Authorized Officer or Agent of Service Provider

Stephen Hopper, PLA, ASLA

Printed Name of Authorized Officer or Agent



# APPENDIX

## Forms

### EXHIBIT C

#### PURCHASING POLICY ADDENDUM

I, Stephen Hopper, hereby certify that I have received a copy of the City of Stonecrest, GA, Purchasing Policy which can be found at <https://www.stonecrestga.gov/Procurement.aspx> and agree to comply with all requirements of the City of Stonecrest, GA Purchasing Policy to the extent the policy is applicable to the undersigned.



08/07/2023

BY: Authorized Officer or Agent      Date

(Service Provider Signature)

Associate

Title of Authorized Officer or Agent of Service Provider

Stephen Hopper, PLA, ASLA

08/07/2023

Printed Name of Authorized Officer or Agent      Date





# APPENDIX

## Forms

### EXHIBIT D

#### AFFIDAVIT VERIFYING STATUS FOR CITY PUBLIC BENEFIT APPLICATION

By executing this affidavit under oath, as an applicant for a City of Stonecrest, Georgia Business License or Occupation Tax Certificate, Alcohol License, Taxi Permit, execution of contract or other public benefit as referenced in O.C.G.A. § 50-36-1, I am stating the following with respect to my application for a City of Stonecrest license/permit and /or contract for  
RFP 23-109 Fairington Park Botanical Garden

[ Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity]:

1. Stephen Hopper I am a United States citizen

OR

2. \_\_\_\_\_ I am a legal permanent resident 18 years of age or older or I am an otherwise qualified alien or non-immigrant under the Federal Immigration and Nationality Act 18 years of age or older and lawfully present in the United States. \*

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. § 16-10-20.

Signature of Applicant: 

Date: 08/07/2023

Printed Name: Stephen Hopper, PLA, ASLA

\* Alien Registration number for non-citizens: \_\_\_\_\_

**\*\* PLEASE INCLUDE A COPY OF YOUR PERMANENT RESIDENT CARD, EMPLOYMENT AUTHORIZATION, GREEN CARD, PASSPORT WITH A COPY OF YOUR DRIVER LICENSE, OR OTHER DOCUMENTATION AS ALLOWED UNDER THE LAW IF YOU ARE A LEGAL PERMANENT RESIDENT (#2).**

Subscribed and Sworn Before Me, this the 7th day of August 2023

Notary Public: 

My Commission Expires: 10/02/2026



\* Note: O.C.G.A. § 50-36-1(e)(2) requires that aliens under the Federal Immigration and Nationality Act, Title 8 U.S.C., as amended, provide their alien registration number. Because legal permanent residents are included in the Federal definition of "alien", legal permanent residents must also provide their alien registration number. Qualified aliens that do not have an alien registration number may supply another identifying number below:





# APPENDIX

## Forms

### EXHIBIT E

#### NON-COLLUSION AFFIDAVIT

The undersigned bidder or agent, being duly sworn on oath, says that he/she has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting nor to prevent any person from bidding nor to include anyone to refrain from bidding, and that this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding.

He/She further says that no person or persons, firms, or corporation has, have or will receive directly or indirectly, any rebate, fee gift, commission or thing of value on account of such sale.

#### OATH AND AFFIRMATION

I HEREBY AFFIRM UNDER THE PENALTIES FOR PERJURY THAT THE FACTS AND INFORMATION CONTAINED IN THE FOREGOING BID FOR PUBLIC WORKS ARE TRUE AND CORRECT.

Dated this Seventh (7th) day of August, 2023

Stantec Consulting Services Inc.

(Name of Organization)

Associate

(Title of Person Signing)

[Signature]

(Signature)

23-109

(Bid Number)

#### ACKNOWLEDGEMENT

STATE OF Georgia )

COUNTY OF Dekalb )

Before me, a Notary Public, personally appeared the above named and swore that the statements contained in the foregoing document are true and correct.

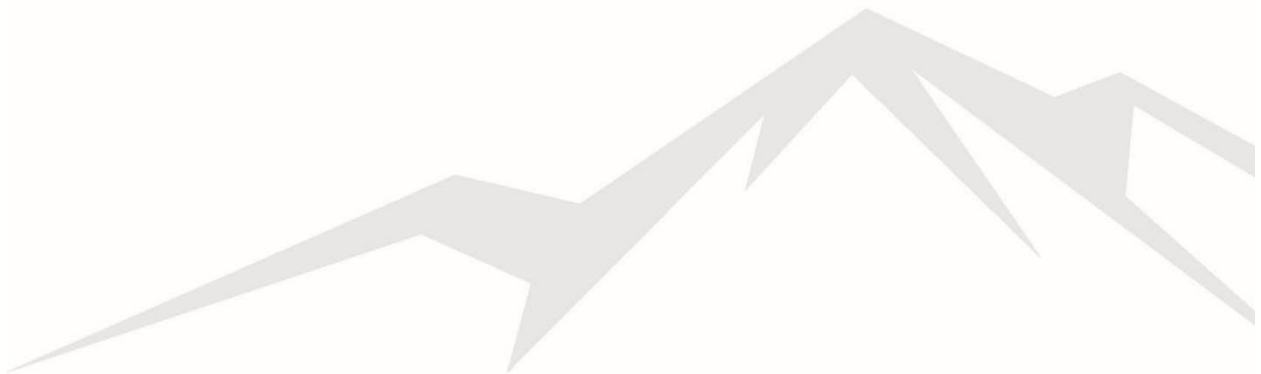
Subscribed and sworn to me this 7th day of August, 2023.

Kimberly Lehner

Notary Public Signature

My Commission Expires: 10/02/2026





## City of Stonecrest

RFP 23-109

### Submittal of Proposal for - New Fairington Park and Botanical Garden Civil Design RFP

Prepared for: City of Stonecrest

Prepared by: Stantec Consulting Services Inc.

August 8, 2023



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Exhibit E	Non-collusion Affidavit



# 01 COVER LETTER



RE: RFP # 23-109 Request For New Fairington Park Botanical Garden and Civil Design Services

Dear Ms. Hall,

We are thrilled to have an opportunity to respond to this exciting project. Probably more than any of the work we do, we really love parks. Knowing the impact a well-designed park can have on the community, and selfishly, how much fun we have in the process, we jumped at the chance to respond. Beyond how much fun it is for us to do work like this, we happen to be great at what we do. If you select Stantec, you will get:

Access to **Technical Skills** and **Capacity**. Stantec has all the expertise you could ever want under one roof. If we run into unexpected issues, the answers are a phone call away. This is the horsepower Stantec brings to every job we do, and we have the capacity to take on this project. Our engineers, specialists and support personnel have a strong history of delivering creative design solutions for our clients' toughest challenges.

**Responsiveness**. As Project Manager, I commit to providing high-quality responsiveness and communication from our team. You can be confident that your concerns will not only be heard, but handled in a positive, professional manner. As our client, your interests will always come first. I will serve as your primary point of contact and will ensure that the proper resources are employed to deliver this assignment on time and within budget.

We understand the importance of maximizing your community's investment in infrastructure by providing experience and ideas that have long-term value. At Stantec, we design with community in mind. Our team has been providing professional design services to communities throughout Georgia for more than five decades. It is what we do. It is what we are built to do.

On behalf of the Stantec Team, thank you for this opportunity to present our qualifications. Please do not hesitate to contact me at (770) 492-2654 or by email at [stephen.hopper@stantec.com](mailto:stephen.hopper@stantec.com).

Sincerely,

Stantec Consulting Services Inc.

A handwritten signature in blue ink that reads "Stephen Hopper".

**Stephen Hopper, PLA, ASLA**

Associate, Senior Landscape Architect  
Stantec Consulting Services Inc.

\* Stantec acknowledges receipt of Addenda 1 - 4 as issued by The City of Stonecrest.





# 01 PROPOSAL LETTER

## PROPOSAL LETTER

We propose to furnish and deliver all the deliverables and services named in the attached Request for Proposal (RFP). The price or prices offered herein shall apply for the period stated in the RFP.

We further agree to strictly abide by all the terms and conditions contained in the City of Stonecrest Purchasing Policy as modified by any attached special terms and conditions, all of which are made a part hereof. Any exceptions are noted in writing and included with this proposal.

It is understood and agreed that this statement of Proposal and proposal constitutes an offer, which when accepted, and subject to the terms and conditions of such acceptance, will constitute a valid and binding contract between the undersigned and the City of Stonecrest.

It is understood and agreed that we have read the City's specifications shown or referenced in the RFP and that this statement is made in accordance with the provisions of such specifications. By our written signature on this proposal, we guarantee and certify that all items included in this statement meet or exceed all such City specifications. We further agree, if awarded a contract, to deliver goods and services which meet or exceed the specifications. The City of Stonecrest reserves the right to reject any or all offers, waive technicalities, and informalities, and to make an award in the best interest of the city.

It is understood and agreed that this statement of Proposal and proposal shall be valid and held open for a period of ninety (90) days from opening date.

### PROPOSAL SIGNATURE AND CERTIFICATION (Proponent to sign and return)

I certify that this offer is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same materials, supplies, equipment, or services and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of State and Federal Law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of the proposal and certify that I am authorized to sign this proposal for the Proponent. I further certify that the provisions of the Official Code of Georgia Annotated, Sections 45-10-20 et. seq. have not been violated and will not be violated in any respect.

Authorized Signature  Date 08/07/2023

Print/Type Name Stephen Hopper, PLA, ASLA

Print/Type Company Name Here Stantec Consulting Services Inc.

Email Address of Contact Person: Stephen.Hopper@Stantec.com



## 02 EXECUTIVE SUMMARY

**Company Name** Stantec Consulting Services, Inc.

**Company Headquarters' Address**

Stantec Consulting Services, Inc.  
400-10220 103 Avenue NW 4  
Edmonton, Alberta, Canada, T5J 0K4

**Contact Information**

Stephen Hopper, RLA, Associate  
229 Peachtree Street NE, Suite 1900  
Atlanta, Georgia, 30303-1629  
p: 770.315.8155  
stephen.hopper@stantec.com



*Atlanta Office Lobby*

**Company Website**

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

<https://www.stantec.com/en/offices/united-states-locations/georgia-offices-filtered/atlanta-georgia-office>

**Georgia Addresses**

Stantec Consulting Services, Inc.  
229 Peachtree Street NE, Suite 1900  
Atlanta, Georgia, 30303-1629

Stantec Consulting Services, Inc.  
3157 Royal Drive, #250  
Alpharetta, Georgia, 30022

**Staff**

17 Administrative | 1 Biologist | 1 Chemical Engineer | 19 Civil Engineers | 2 Computer Programmers | 2 Construction Inspectors | 1 Construction Manager | 2 Geologists | 2 Landscape Architects | 4 Planners | 6 Project Managers | 2 Structural Engineers | 2 Technician/Analyst | 4 Transportation Engineers

**Form of Ownership**

100% owned by Mustang Acquisitions Holdings, Inc.

**State of Incorporation**

New York

**Number of Years in Business** 64

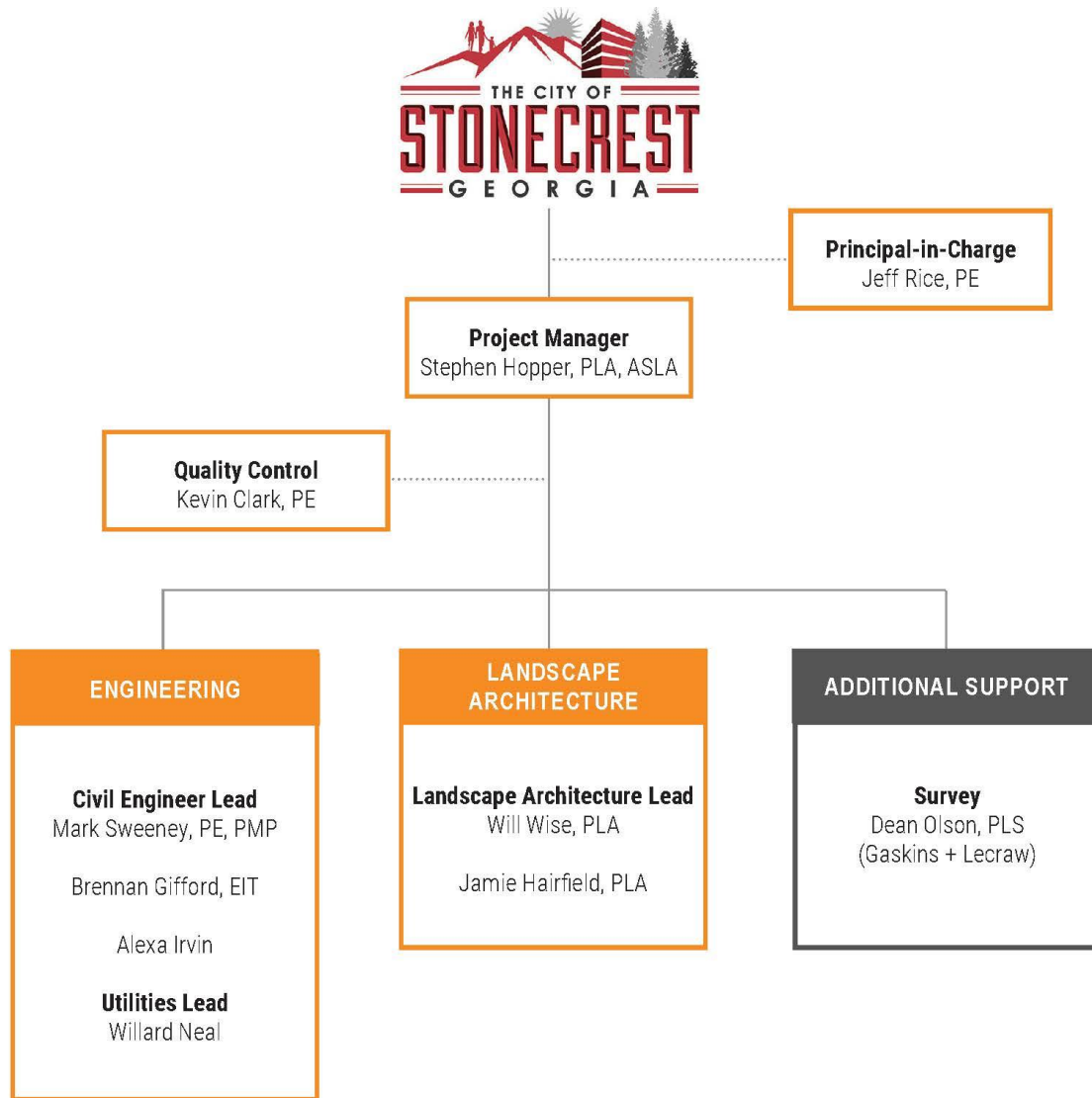
**Business Structure** Corporation



## 03 EVALUATION AND SELECTION CRITERIA

### 3.1.1 Project Personnel

#### Organizational Chart



## 03 EVALUATION AND SELECTION CRITERIA

### 3.1.1 Project Personnel

#### Key Resumes



**STEPHEN HOPPER** PLA, SITES AP, LEED AP, BD+C  
Project Manager



Stephen will lead the management and client interaction for the park improvements. His expertise spans many facets of design including bicycle and pedestrian paths, community planning, recreation master planning/development and park design. Stephen has a passion for creating, improving, and enhancing spaces that benefit a community or group of users. He has experience working on project types ranging from commercial, institutional and federal projects. Stephen also has a strong understanding of how early planning relates directly to final construction efforts

#### EDUCATION

Bachelor of Landscape Architecture,  
University of Georgia, Athens, Georgia

#### REGISTRATIONS

American Society of Landscape  
Architects, #LA001651, State of Georgia

Professional Landscape Architecture  
#1651, State of Georgia

#### KEY RELATED EXPERIENCE:

##### Smith-Gilbert Botanical Garden

*Kennesaw, Georgia* - Design Lead for expansion and transformation of Botanical Garden event spaces, landscape, and parking lots. The first phase of the desing has been constructed.

##### Lynnbrook Park *Chattanooga, Tennessee*

Landscape Architect for this community park that transforms a public works site to a large passive park. With multiple engagment opporutnities, the park will provide the local neighborhood with opportunities for gathering, playing, and communicating.

##### Ray Park *Newnan, Georgia*

Project manager for coversion of dilapidated tennis court to thriving community park as part of the city's Park Master Plan. The park was combines playground, pavillions, seating, and civil design with open space and social nodes to create a special gathering space the community now embrace.

##### Abernathy Linear Park and Greenway

*Sandy Springs, Georgia* - Assisted with management and design of linear park and art gateway. This park engages the direct surrounding medical community and serves as a healing park with artistic and thematic elements.

##### Henderson Park Playground and Amenity Expansion

*Tucker, Georgia* - Project Manager for the expansion of the north end of the park that included the integration of a natural playscape into a 'clearing in the woods'. Natural themes and educational opportunities are included to enhance the opportunities for the interpretive park elements.

##### Salem Park *Stonecrest, Georgia*

Project Manager for the parking lot expansion and basketball court relocation. Project coordination with City of Stonecrest for permitting and erosion control.





## 03 EVALUATION AND SELECTION CRITERIA

### 3.1.1 Project Personnel

#### Key Resumes



**MARK SWEENEY** PE, PMP  
LEAD CIVIL ENGINEER



Mark's civil engineering experience includes municipal engineering, private site development, stormwater management, water distribution, and sanitary collection design. He has also worked on roadway design and construction administration. Throughout his career, His responsibilities include project coordination, design reviews and approvals, contract preparation, administration, planning, and scheduling.

#### EDUCATION

Master of Science, University of Central Florida, Civil Engineering, Orlando, Florida

Transportation Engineering Graduate Certificate, University of Central Florida Orlando, Florida

Bachelor of Science, Pennsylvania State University, Civil Engineering State College, Pennsylvania

#### REGISTRATIONS

Professional Engineer #043869, State of Georgia

Professional Engineer: FL, PE, SD

GA Soil and Water Level II cert

Project Management Professional (PMP), #2239645

#### EXPERIENCE

##### **Lynnbrook Park - Chattanooga, Tennessee**

Civil Engineering for this ongoing park project includes a multitude of compelling attributes that combine to create a both a challenging and surpassingly rewarding opportunity for a disadvantaged community. As equal parts neighborhood park, flood control and stream rehabilitation project, Lynnbrook Park possesses dynamic qualities that demand dynamic responses.

##### **Gilbert Park - Drainage and Landscape Improvements\*- Mount Dora, Florida**

This project began as a Master Stormwater Study to identify flooding problems within the 180-acre watershed. Upon problem identification and recommendations for solutions, Phase I improvements were implemented

##### **Fulton County Standby Engineering Services Fulton County, Georgia**

Project manager for this project involving design and bid documents for 1,800 linear feet of 8" diameter ductile iron pipe gravity sewer. Professional engineering services provided included construction documents and permits for the construction of an 8-inch sanitary sewer extension of the Fulton County sewer system along Stella Drive near Chastain Park.

##### **City of Atlanta Green Infrastructure Study**

*Atlanta, Georgia*

Complete study City of Atlanta Green Infrastructure resources relating to flooding and stormwater impacts. Proposed enhancements to existing mitigation features and maintenance protocols.

##### **Smith-Gilbert Botanical Garden - Kennesaw, Georgia**

Civil Lead for expansion of Botanical Garden event spaces, landscape, and parking lots. The first phase of the desing has been constructed.



## 03 EVALUATION AND SELECTION CRITERIA

### 3.1.1 Project Personnel

#### Key Resumes



**WILL WISE** PLA, LEED AP  
Landscape Architect



As a Landscape Architect on the Stantec team, he will collaborate to provide problem solving design. Will loves to solve problems that enrich people's lives and the communities in which they live. Whether through landscape architecture or graphic design, Will is passionate about creating the kind of inspiring spaces and places that only great design can provide. Having worked on a wide range of project types, Will is comfortable shifting from public to private, from municipal to residential development and mixed-use urban projects to parks.

#### EDUCATION

Bachelor of Landscape Architecture,  
Mississippi State University, Starkville,  
Mississippi

Masters of Fine Arts, University of Idaho,  
Graphic Design, Moscow, Idaho

#### REGISTRATIONS

Registered Landscape Architect,  
#LA001639, State of Georgia

#### EXPERIENCE

##### **Lynnbrook Park - Chattanooga, Tennessee**

Lead designer for this ongoing park project includes a multitude of compelling attributes that combine to create a both a challenging and surpassingly rewarding opportunity. As equal parts neighborhood park, flood control and stream rehabilitation project, Lynnbrook Park possesses dynamic qualities that demand dynamic responses.

##### **Harbins Park- Dacula, Georgia**

Landscape Designer for the construction of this 1,960-acre conservation park. The goal of the park is to preserve the environment and natural resources of the woodlands, the Alcovy River and Cedar Creek, as well as the potential historical and archaeological resources within the site. The park provides access for a broad range of passive and active features while preserving the natural environment. Will designed all monumental and wayfinding signage for the entire park.

##### **Phase I Design Services for SR 10/US278**

*Avondale Estates, Georgia* - Avondale Estates has selected Stantec to complete a three-phase project where SR10/US278 will be an improved roadway for vehicles and pedestrian travel. Will assisted the team as a landscape architect. Participating in public outreach, project charrette meetings to present design plans and receive resident feedback for collaborative review.

##### **Custer Park Concept Master Plan - Atlanta, Georgia**

In an effort to solve serious stormwater problems in Atlanta's Grant Park neighborhood, the City of Atlanta embarked on an ambitious plan to create a massive underground cistern to collect stormwater runoff from the surrounding area. In order to create a city and neighborhood amenity, the decision was made to design a large greenspace to sit atop the cistern. A full city block in size, the park would need to work with the cistern below as well as provide active and passive areas.



## 04 EVALUATION AND SELECTION CRITERIA

### 3.1.1 Project Personnel

#### Key Resumes



#### JEFF RICE

PE, ENV SP, SENIOR PRINCIPAL  
Principal-In-Charge



Jeff has over 21 years of design experience and currently serves as the Sector Leader for Community Development in the Southeast. As a civil engineer with extensive design and construction experience, Jeff provides client and staff insight into site selection and planning. Jeff has worked with private sector and municipal clients on a range of planning services. Jeff actively engages with clients and staff to deliver projects with a focus on the client's needs and vision for a particular project. His experience includes managing conceptual design charrettes, site planning, public engagement forums, multi-use master planning, preliminary site layout and designs, site investigations, project due diligence research and reports, and completing the process with rezoning application packages and the entitlement process.

#### EDUCATION

Bachelor of Science, North Carolina State University, Civil Engineering, Raleigh, North Carolina

#### REGISTRATIONS

Professional Engineer #30490  
2005, State of Georgia

Georgia Soil and Water Conservation Commission  
Certified Design Professional #29447  
2006

#### EXPERIENCE

##### Southbend Skate Park - LaGrange, Georgia

QA/QC. The City of LaGrange wanted to define the south end of its downtown with a project that creates energy and life and gives the community a space residents can be proud of. The skate plaza is the centerpiece of Southbend Park and helps showcase the vibrant, diverse, and inclusive goals the city sought to achieve. Jeff oversaw all aspects of design and construction for this transformative project.

##### Howard Coffin Park Master Plan

*Brunswick, Georgia* - Stantec helped the City develop a conceptual master plan focused on upgrading the existing facilities and adding new ones, including basketball courts, additional tennis courts, multi-purpose fields and supporting facilities. The conceptual plans will be used to generate funding for the design and construction efforts. The master plan resulted in a 16-step process that will be accomplished over three phases.

##### Granger Park Master Plan

*Milledgeville, Georgia* - Granger Park is an active recreation facility and prominent greenspace located just north of downtown LaGrange, Georgia. The project included an interactive community participation process where programming and prioritization were defined. The goal is to connect the parcels through an expansion of an existing trail network while providing needed elements that include a dog park, new playgrounds and greenspace, stormwater amenities, rehabilitation of athletic fields and basketball courts, and locations for future parking.

##### Harbins Park - Dacula, Georgia

Civil Engineer for the construction of this 1,960-acre conservation park. The goal of the park is to preserve the environment and natural resources of the woodlands, the Alcovy River and Cedar Creek, as well as the potential historical and archaeological resources within the site. The park provides access for a broad range of passive and active features while preserving the natural environment.





## 03 EVALUATION AND SELECTION CRITERIA

### 3.1.2 Project Experience and References



#### Smith-Gilbert Botanical Garden Expansion Kennesaw, Georgia

Completion Date: 2020 - Phase I Built (Parking and Entry Plaza)  
Client Reference: Lisa Bartlett  
Garden Manager  
Office: (770) 919.0248  
Email: lskaggs@kennesaw-ga.gov

The City of Kennesaw acquired the botanical garden and partnered to imagine an expansion of the garden space with a new entry building and park and garden space. The expansion will introduce folks to the garden that may not be aware of its opportunities as it is currently tucked back in the woods. Parking, access, and awareness has been a challenge for the botanical garden. The expansion introduces opportunities for visitors, volunteers, and even goes to easily access the site and engage the garden.



Stantec provided all site and landscape planning and construction documentation for the botanical garden expansion. Our landscape architects designed event spaces and additional botanical garden landscape areas around the entire expansion footprint. Our team also provided design guidance for an approach that allowed the city to phase the project, making it more affordable. The first phase of the expansion has been constructed while the city waits for additional funding to finish the expansion.



## 03 EVALUATION AND SELECTION CRITERIA

### 3.1.2 Project Experience and References



#### Arthur Langford Park Atlanta, Georgia

Completion Date: February 2019  
Client Reference: Kevin Burke  
Director of Design, Atlanta Beltline, Inc.  
Email: kburke@atlbeltline.org

The Atlanta Beltline and the City of Atlanta worked together to rehabilitate the Arthur Langford Park and Community Center with a goal to better tell the story of the McDaniel Branch Creek network. The project is located in an underserved area of the City that needed park space. Stantec created a plan to rehabilitate the one acre space which sits along an active stream in southwest Atlanta.

The project included a partial rehabilitation of a 1970's recreation center along with the additions of a workout facility, skate park, basketball court and pavilion spaces for community gatherings. The project focused on incorporating green infrastructure and education. These elements included removing invasive plant material, reusing existing materials, and adding permeable paving, a native fruit orchard, a bio-retention collection system and a rain garden to improve stormwater management.

Arthur Langford Park continues to be a heavily used asset for the neighborhoods of Joyland, Highpoint and the Villages at Carver in Southwest Atlanta. The active and passive uses blend seamlessly with the open, active stream at its center.





## 03 EVALUATION AND SELECTION CRITERIA

### 3.1.2 Project Experience and References



## Lynnbrook Avenue Park & Green Infrastructure Chattanooga, Tennessee

Completion Date: 2022- Under Construction  
Client Reference: Akosua Cook  
Parks Planner, City of Chattanooga  
Office: (423.643.6889)  
Email: [acook@chattanooga.gov](mailto:acook@chattanooga.gov)

Lynnbrook Park is born of the need to provide a flood control solution to a neighborhood beset with flooding issues. It has become that and so much more. A creek restoration project and a multi-faceted park that will provide a place of respite, of gathering, of education and of recreation for a community greatly in need of those amenities. This project has a relatively long history of public outreach, planning and is currently in the design development phase.

Lynnbrook Park announces its history and its purpose at the very beginning by celebrating the water that serves as its genesis. The original site is a half a lay-down public works site and half a concrete channelized stream. The environmental focus of the project is to naturalize the stream and build the park around that remediation. Water flowing into the park will be slowed, cleaned and released into the main stream channel to meander on its way. The design of the park provides education opportunities through creek access. Gathering areas for all ages interconnect with one another along the parks length. Large, curving spaces provide area for kids of all ages to play. Bridges cross the creek at critical junctures providing access and continuity within the parks varying spaces.

This project was chosen prior to the 2021 National Recreation and Parks Association (NRPA) as the showcase project to receive a spotlight that awarded donations from many of the national park supplier brands from around the country. This has allowed the park to focus local dollars achieving park priorities while still providing and park space with all the amenities that can be desired.



## 03 EVALUATION AND SELECTION CRITERIA

### 3.1.2 Project Experience and References

Name of Company:	Oconee River Greenway Authority / City of Milledgeville
Address:	400 E Greene St, Milledgeville, Ga 31061 (ORGA) 119 E Hancock St, Milledgeville, Ga 31061 (City)
Phone Number:	478.454.8453 (Marion)/478.414.4008 (Hank)
E-mail Address:	mrnnelson1@gmail.com / hgriffeth@milledgevillega.us
Contact Name:	Marion Nelson, Director ORGA/ Hank Griffeth, City Manager
Project:	Fishing Creek Trail

Name of Company:	City of Avondale Estates
Address:	21 N Avondale Plaza, Avondale Estates, Ga 30020
Phone Number:	404.294.5400
E-mail Address:	spowell@avondaleestates.org
Contact:	Shannon Powell, Asst. City Manager
Project:	Avondale Estates Streetscape and Road Diet

Name of Company:	City of LaGrange
Address:	200 Ridley Avenue LaGrange, Ga 30240
Phone Number:	706.883.2088
E-mail Address:	lthreadgill@lagrangega.org
Contact:	Leigh Threadgill, Senior Planner, City of LaGrange
Project:	Southbend Park

Southbend Park, LaGrange, Georgia





## 03 EVALUATION AND SELECTION CRITERIA

### 3.1.3 Project Understanding and Approach

#### PROJECT APPROACH

Our engineers, planners, and landscape architects will collaborate to achieve the client's overall goal. For this project we understand **THE GOAL** to provide the City of Stonecrest with a new park space that has numerous program elements to provide meaningful impact to the community.

##### Task 1: Existing Conditions and Analysis

###### Data Collection/Documentation of Existing Conditions

Stantec will utilize a sub-consultant, Gaskins-Lecraw (G+L), for survey services. We have successfully worked with Gaskins in the past and are confident in their high-quality surveys. G+L will provide topographic and boundary survey throughout site footprint. The tree survey will be key in establishing recompense for the city.

**Project Kickoff** Our first step will be to coordinate a meeting with the City of Stonecrest, and any desired key stakeholders of the park. We will review project goals to ensure everyone understands the opportunities and challenges associated with the project. This meeting we will drive our finalized work plan for the Project Management Team (PMT).

**Ground-truthing and Analysis** Utilizing field observation, field survey, and any previous concept plans, our team will create and evaluate the dynamic conditions of the park environment. Our team will analyze the existing topography to specifically identify the grade challenges and opportunities as well as identify and quantify the extent of any erosion concerns.

For relatable design services of park and trail functions we will walk, bike, and drive around the park area to understand the conditions from the vantage point of individual users. This helps our team understand conditions in real time, letting us be immersed in the activities of the community.

##### Task 2: Alternatives Development and Concept Plan

Upon completion of Task 1, we will begin to develop design alternatives to provide park enhancement while considering connectivity and accessibility throughout the park. We propose to develop these plans in an interactive format that rigorously tests solutions against engineering principles and engaging design.

Our landscape architects and engineers will identify alternatives for some of the key enhancement locations in conjunction with the goals of Stonecrest. Our team has the experience with parks, gardens, playgrounds, trails and social nodes to understand how to plan and conceptualize enhancements to ensure constructibility.

In addition to the quoted enhancements stated in the RFP, our team will consider additional elements that include:

- Accessible Pathways that Connect the Community with the Park
- Placemaking Social Nodes/Gathering Spaces
- Landscape Design at the key nodes
- Branding and Wayfinding-Opportunities for education and interpretive engagement with both the playground and natural landscape.

**Concept Design Refinement** PMT session after initial alternatives development will lead to the development of a primary alternative focusing on:

- The feasibility of constructing the preferred alternative (and subsequent concepts)
- Preferred alignments and cross-sections
- Alternative (or secondary) alignments with cross-sections
- Specific alignments for connections to the Park trail system

Prior to creation of construction documents, Stantec will provide the City of Stonecrest a Preliminary Cost Estimate for planning and development purposes.





## 03 EVALUATION AND SELECTION CRITERIA

### 3.1.3 Project Understanding and Approach

#### Task 3: Construction Documentation

**Prepare Project Deliverables** We will prepare revisions based on feedback from the PMT feedback once the final vision of the plans have been cast, and the plan has been edited and reviewed (both internally and by the PMT), we will develop final deliverables.

These include:

- Updated Park enhancements Master Plan with new features
- Amenities including dog parks, pavillions, gardens, entry corridors, etc.
- Park and Trail Site Improvement Plans
- Erosion and Sedimentation Control Plans
- Landscape Plans
- Grading plans

We believe that we bring the City of Stonecrest a team ready to engage immediately in meeting the needs and goals set forth by the project scope. We have already identified opportunities and constraints we are excited to consider.

Along with development of all final construction plans, a final cost estimate will be provided to inform the Bidding and Construction periods.

#### Task 4: Bidding and Construction Administration

Stantec has proven experience working with contractors and understands the full construction process. This understanding is important, because we believe that construction considerations will need to run concurrently with all design decisions and considerations. We strive to deliver design services that provide a solution within construction budget as well as within the city's anticipated schedule.

Stantec will provide bidding assistance by answering contractor's RFI's, keeping a bidder's list, attending the pre-bid meeting, and assisting in review of bid responses.

Based upon an anticipated 8-10 month construction schedule, we would like to include a pre-construction kick-off meeting, monthly construction meetings, and a final acceptance walk-through. Stantec would also serve to respond to contractor RFI's and materials approvals. Stantec will provide the 7-Day Inspection Letter for erosion control measures.



*Grand Opening of Fishing Creek Trail, Milledgeville, Ga*

#### Schedule

We have proposed a design schedule of approximately 7-8 months. We do know that survey will take 60 days for completion due to size of site and tree survey. This schedule includes close coordination with City staff and timely, regular review of documents, deliverables, and analysis to continue moving forward. There are certain considerations that may reduce or extend the design period including detailed coordination with the manufacturers in regards to availability, etc. Plans will be coordinated with the City of Stonecrest for all Permitting including plans to Georgia Soils and Water. Please find a proposed schedule outline on the following page.



## 04 COST PROPOSAL

### Scope, Fee, Hourly Rates

#### COST PROPOSAL

Please provide the fee. If more services are needed based on our findings during design, those services and work will be done under an add service agreement.

Survey (lump sum)	\$ 81,000
Civil Site Plan Design and Permitting(lump sum)	\$ 175,000
* Bid Assistance and Engineer of Record Services (lump sum)	\$ 34,500
Reimbursement Fees, Mileage and printing as needed (Not to exceed amount)	\$ 3,000
Total Cost Proposal	\$ 293,500

\*Bid Assistance to include attendance at Pre-Construction Meeting, 6 project progress meetings on site with the contractor, and Project Close Out meeting. Services include coordinating and responding to RFIs and submittals. Services also include the 7 Day Letter Inspection by certified professional.

Irrigation, Lighting, Geotechnical/Structural, and Environmental Services are not included in the services described in this scope and fee.

#### Hourly Rates

Project Manager	\$172
Quality Assurance	\$220
Sr. Engineer	\$195
EIT	\$172
Landscape Architect	\$161
CAD Technician	\$131
Administrative	\$161

\* Stantec's proposed scope and fee corresponds to the stated Phase I construction improvements from the RFP. Stantec's scope and fee do not account for future phasing or dissemination of one full set of construction plans established for Phase I. If determined to be appropriate, Stantec can provide additional services to create a phased or multi-tiered construction set.



