



**REQUEST FOR
STATEMENTS OF QUALIFICATIONS
FOR
ENGINEERING SERVICES – IDENTIFICATION OF WASTEWATER
TREATMENT PLANT CAPITAL PROJECTS
FOR THE CITY OF TOLLESON**

SOLICITATION INFORMATION AND SELECTION SCHEDULE

Solicitation Number:	ENG 20-02
Solicitation Title:	Wastewater Treatment Plant Capital Projects for the City of Tolleson
Release Date:	December 7, 2020
Advertisement Dates:	December 10, 2020 and December 17, 2020
Pre-Submittal Conference: (attendance recommended, not mandatory)	December 21, 2020 at 10:00 a.m. MST Via Zoom link information located on page
Final Date for Inquiries:	December 22, 2020
SOQ Submittal Deadline:	January 12, 2021 by 5:00 p.m. (local time, Phoenix, Arizona)
SOQ Reviews/Evaluations Completed	January 28, 2021
Oral Interviews (if conducted)	February 4, 2021
Recommendation to City Manager:	February 3, 2021
Council Authorization to Negotiate Contract	February 9, 2021
Contract + Notice to Proceed	February 15, 2021
City Representative	Gregory Smith, PE/PS, ENV_SP City Engineer 9555 West Van Buren Street Tolleson, Arizona 85353

* The City of Tolleson reserves the right to amend or cancel the solicitation as necessary.

**NOTICE AND REQUEST FOR QUALIFICATIONS
FOR
ENGINEERING SERVICES – IDENTIFICATION OF WASTEWATER
TREATMENT PLANT CAPITAL PROJECTS
FOR THE CITY OF TOLLESON**

The City of Tolleson (the “City”) is issuing this Request For Qualifications (this “RFQ”) seeking statements of qualifications (“SOQs”) from highly qualified engineering services (“Vendors”), with emphasis on experience and knowledge of the operation and maintenance of municipal wastewater treatment plans, to assist Tolleson in identifying capital projects required or advisable for the on-going operation and maintenance of the Tolleson Wastewater Treatment Plan (“WWTP”) (the “Services”), as more particularly described in the Scope of Work.

Go to www.tollesonaz.org to download this Request for Qualifications (RFQ) and related form contract from the City of Tolleson website. Click on Quick Links, select RFP/RFQ/Bid Documents from the menu on the far left, and then click the link to access the RFQ documents. **IMPORTANT:** You must register with the City of Tolleson to become a Request for Statement of Qualifications holder of record. If you download the RFQ without registering, there will be no record that you are interested in this solicitation and you will not be sent any addendums to this RFQ. Copies of the RFQ are only available via the City of Tolleson website.

The Statement of Qualifications (SOQ) must be received by the City of Tolleson Development Services Department via an electronic submittal using an assigned drop box folder provided by city staff no later than **5:00 p.m. on January 12, 2020**. Vendors must email DevelopmentServices@tolleson.az.gov to request the drop box link for all submittals. It is the respondent’s responsibility to confirm the City’s receipt of their SOQ.

LATE STATEMENTS OF QUALIFICATIONS WILL NOT BE ACCEPTED.

DIRECT CONTACT WITH SELECTION COMMITTEE MEMBERS OR ANY CITY EMPLOYEE CONCERNING THIS RFQ AT ANY TIME IS STRICTLY PROHIBITED.

If you have any questions about obtaining the RFQ or to register as a RFQ holder of record, please contact **Tiffany Rivas at 623/936-2714 or via e-mail at trivas@tollesonaz.org**

Published: December 10, 2020 and December 17, 2020 Arizona Business Gazette



UTILITIES DEPARTMENT

REQUEST FOR STATEMENT OF QUALIFICATIONS

**ENGINEERING SERVICES – IDENTIFICATION OF WASTEWATER
TREATMENT PLANT CAPITAL PROJECTS**

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REQUEST FOR STATEMENT OF QUALIFICATIONS

ENGINEERING SERVICES – IDENTIFICATION OF WASTEWATER TREATMENT PLANT CAPITAL PROJECTS

The City of Tolleson seeks highly qualified engineering services, with emphasis on experience and knowledge of the operation and maintenance of municipal wastewater treatment plants, to assist Tolleson in identifying capital projects required or advisable for the on-going operation and maintenance of the Tolleson Wastewater Treatment Plan (“WWTP”).

All qualified engineers that are interested in providing these services to the City of Tolleson are invited to submit their Statement of Qualifications (SOQ). All SOQ’s must comply with the requirements specified in this Request for Statement of Qualifications (RFQ). **The City’s intent is to divide the engineering scope of work between the consulting engineer services under this RFQ and any subsequent design, construction, or oversight services. As a result, the successful engineer and its sub-consultants, if any, will agree that it will not assist in the design, construction, or oversight of any capital project it recommends to the City under this Project.** Upon review of all responsive submittals, the City will select the most qualified engineer from the pool of respondents.

SECTION I – PROJECT DESCRIPTION

PURPOSE

Tolleson operates a municipal wastewater treatment plant that currently services 8.1 million gallons per day (“MGD”) of wastewater flow. To assist Tolleson in the identification of capital projects, defined as those projects with a life expectancy of 10 years or more (“Capital Projects”), which are required or advisable for the on-going operation and maintenance of the WWTP, Tolleson seeks an engineer (the “Engineer”) to provide the requested service (“Project”).

PROJECT OBJECTIVES

The Engineer will assist Tolleson in identifying Capital Projects. The Project objectives are:

- A. To identify those Capital Projects required or advisable for the on-going operation and maintenance of the WWTP.
- B. To develop a comprehensive WWTP Infrastructure Assessment Study (the “Study”) to determine the Capital Projects required over a period not to exceed the succeeding ten years.
- C. The Capital Projects identified will be those required to allow the WWTP to continue providing sewage treatment services, allow the WWTP to meet its current and ongoing contractual obligations, and to operate in compliance with applicable laws, rules or regulations and Tolleson’s

permits, including, but not limited to, its Arizona Pollutant Discharge Elimination System, Aquifer Protection Permit, and Re-USE permits.

PROJECT SCOPE

A contract, not to exceed five years and subject to earlier termination, will be awarded to the selected Engineer. The selected Engineer will:

- Meet with Tolleson and others to discuss the scope of the Engineer's engagement; and, the scope of the Study to be prepared by the Engineer.
- Review the current operations of the WWTP.
- Recommend, as necessary, efficiency improvements to the WWTP, either as revised operating procedures or as Capital Projects.
- Prepare a Study of its findings and recommendations.
- Prior to issuance of the Study, meet with Tolleson and others to outline and discuss its findings and receive additional direction from Tolleson, if any.
- Prepare the Final Study which shall include, all of its findings, recommendations, a suggested schedule for the execution of all identified Capital Project(s), and an estimated cost for each Capital Project.
- Submit a written, sealed Final Study to Tolleson and EPCOR.

SECTION II – STATEMENT OF QUALIFICATIONS EVALUATION CRITERIA

Each SOQ will be evaluated according to the following criteria:

A. General information. (10 points)

Provide a general description of the team the Engineer that is proposing to provide the services, including sub- consultants. Provide an organization chart showing key personnel. For each key person, provide the following information:

1. Percentage of time that each person will be committed to the project
2. Length of time with the firm
3. Applicable professional registrations

B. Experience and qualifications of the Engineer and key personnel. (30 points)

1. Provide a list of similar projects on which the Engineer and sub-consultants has experience. For each reference project, please provide the following information **(10 points)**:
 - a. Description of the project, including project name and location
 - b. Project owner and/or client information
 - c. Role of the Engineer and/or sub-consultant(s), including a description of the services provided

- d. Role of each key team member who worked on the project and the percentage of time spent by each key team member on said project
- e. Approximate dates services were provided
- f. Reference information (two contacts including current telephone numbers and email address per project)

2. List all City of Tolleson projects where the Engineer and sub-consultants provided professional engineering services in the last ten years, completed or ongoing, that are not already included in the preceding sections. **(5 points)**

3. Describe the Engineer’s approach to the Project Scope and its methodology to achieve the Project Objectives. **(15 points)**

C. Principal office location and local participation. (10 points)

Identify the location of the Engineer’s principal office and the home office location of key staff on this project. Identify local vs. non-local staffing of your team along with the total estimated percent of work expected to be done locally.

Total SOQ Evaluation Points Possible (50 points)

The City reserves the option to conduct interviews of the 3 to 5 highest scoring respondents based upon the initial SOQ evaluation. No interviews are currently planned. In the event the City chooses to conduct interviews, the interview evaluation criteria will be provided to the respondents selected for interview. If interviews are conducted, the ranking of the final list of respondents will be determined by combining the scores of the SOQ and interview evaluations.

SECTION III – SUBMITTAL REQUIREMENTS

The SOQs shall include a one-page cover letter, plus a maximum of **10 pages** to address the SOQ evaluation criteria (excluding resumes but including an organization chart with key personnel and their affiliation). Resumes for each team member shall be limited to a maximum length of two pages and should be attached as an appendix to the SOQ. Please provide **the Statement of Qualifications Electronically by 5:00 p.m. on January 12, 2021**. The City reserves the right to accept or reject any and all SOQs. No contract is formed with the City on the submittal of a SOQ. The City is an equal opportunity employer.

All submittals must be submitted electronically to the City of Tolleson Development Services Department using a drop box assigned folder created by city staff. Vendors must email DevelopmentServices@tolleson.az.gov to request a drop box link to submit all SOQ required documents. It is the Vendor’s responsibility to request the drop box link within a sufficient timeframe that allows staff to prepare the drop box link for the submittal. The City of Tolleson Development Services staff recommends that all Vendors who are interested in submitting an SOQ request the drop box link as soon as possible.

All submittals shall be submitted electronically using an assigned drop box link as detailed above. Please address submittals to:

CITY OF TOLLESON

Attention: Gregory B Smith. PE/PS

City Engineer

Tolleson City Hall

Please be advised that failure to comply with the following criteria may be grounds for disqualification:

- Submittal by the specified cut-off date and time
- Adherence to maximum page requirement
- Delivery of submittal in correct location using directions stated in Section III

Adherence to the maximum page criterion is mandatory; each page side (maximum 8 1/2" x 11") with criteria information will be counted. Pages that have project photos, charts, and graphs will be counted towards the maximum number of pages. Table of Contents pages and tabbed divider pages will not be counted if they do not contain submittal information.

SECTION IV – SELECTION PROCESS AND SCHEDULE

A Selection Committee will evaluate each SOQ according to the criteria set forth in this RFQ. In the event no interviews are conducted, a final list of 3 respondents will be ranked from the SOQ evaluations. If interviews are conducted, the final list shall be ranked by a combination of the SOQ and interview evaluation scores. The Engineer receiving the highest evaluation score from the selection panel will be recommended to the City Manager for negotiation of the contract.

In the event a contract cannot be successfully negotiated with the highest ranking respondent, the City will terminate negotiations and proceed with the next highest ranked respondent and so on.

The following tentative schedule has been prepared for this selection process.

SOQ's Due	January 12, 2020 by 5:00 pm
Evaluation & Scoring of SOQ's	January 28, 2021
Recommendation to City Manager	February 3, 2021

SECTION V – GENERAL INFORMATION

RFQ Lists. This RFQ will be listed on the City’s web site. The address is:

<https://www.tollesonaz.org/560/Bid-Opportunities---Procurement>

Instructions. Respondents may not rely on any oral instructions. Any changes to this RFQ will be in the form of an addendum, which will be furnished to all registered Request for Statement of Qualifications holders.

Firms must contact Tiffany Rivas as listed below to be included on the RFQ Holders List with the following information: Name & Contact Information of the individual completing the download; the name, address and phone # of the firm. Firms must register as a RFQ Holder by contacting Tiffany Rivas via telephone at (623) 936-2714, or e-mail at Tiffany.Rivas@tolleson.az.gov.

City Rights. The City of Tolleson reserves the right to reject any or all SOQs, to waive any informality or irregularity in any SOQs received, and to be the sole judge of the merits of the respective SOQs received. No binding contract will exist between the submitter and the City until the City and successful respondent execute a written contract, after approval by the City Council.

Contact with City Employees. All Engineers interested in this project (including the Engineer’s employees, representatives, agents, lobbyists, attorneys, and sub-consultants) will refrain, under penalty of disqualification, from direct or indirect contact for the purpose of influencing the selection or creating bias in the selection process with any person who may play a part in the selection process. This policy is intended to create a level playing field for all potential firms, assure that contract decisions are made in public and to protect the integrity of the selection process. All contact on this selection process should be addressed to the authorized representative identified below.

Questions. Questions pertaining to the selection process should be directed to **Mark Berrelez, Utilities Director at (623) 478-8721**, E-Mail: mberrelez@tollesonaz.org.

Protest Rights. Any respondent may protest this RFQ issued by the City, the ranking of the Respondents and proposed award of a Contract, or the actual award of a Contract. All protests will be considered in accordance with the City Procurement Code, and the protest policy and procedures of the Arizona Department of Administration, pursuant to A.R.S. Section 34-603(J). The City’s Procurement Code is on file with the City Clerk’s office.

IV - VENDOR INFORMATION FORM

By submitting a Statement of Qualifications, the submitting Vendor certifies that it has reviewed the administrative information and draft of the Professional Services Agreement's terms and conditions and, if awarded the Agreement, agrees to be bound thereto.

<hr/> <p style="text-align: center;">VENDOR SUBMITTING SOQ</p>	<hr/> <p style="text-align: center;">FEDERAL TAX ID NUMBER</p>
<hr/> <p style="text-align: center;">PRINTED NAME AND TITLE</p>	<hr/> <p style="text-align: center;">AUTHORIZED SIGNATURE</p>
<hr/> <p style="text-align: center;">ADDRESS</p>	<hr/> <p style="text-align: center;">TELEPHONE FAX #</p>
<hr/> <p style="text-align: center;">CITY STATE ZIP</p>	<hr/> <p style="text-align: center;">DATE</p>
WEB SITE: <hr/>	E-MAIL ADDRESS: <hr/>

SMALL, MINORITY, DISADVANTAGED AND WOMEN-OWNED BUSINESS ENTERPRISES (check appropriate item(s):

- Small Business Enterprise (SBE)
- Minority Business Enterprise (MBE)
- Disadvantaged Business Enterprise (DBE)
- Women-Owned Business Enterprise (WBE)

Has the Vendor been certified by any jurisdiction in Arizona as a minority or woman-owned business enterprise?

If yes, please provide details and documentation of the certification.

IV - VENDOR INFORMATION FORM

By submitting a Statement of Qualifications, the submitting Vendor certifies that it has reviewed the administrative information and draft of the Professional Services Agreement's terms and conditions and, if awarded the Agreement, agrees to be bound thereto.

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- Small Business Enterprise (SBE)
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- Disadvantaged Business Enterprise (DBE)
- Women-Owned Business Enterprise (WBE)

Has the Vendor been certified by any jurisdiction in Arizona as a minority or woman-owned business enterprise?

If yes, please provide details and documentation of the certification.

V – PROFESSIONAL SERVICES AGREEMENT

(See following pages)

PROFESSIONAL SERVICES AGREEMENT

**BETWEEN
THE CITY OF TOLLESON
AND**

THIS PROFESSIONAL SERVICES AGREEMENT (this “Agreement”) is made as of _____, 2019, between the City of Tolleson, an Arizona municipal corporation (the “City”) and _____, a _____ (the “Consultant”).

RECITALS

A. The City issued a Request for Qualifications, ENG 19-01 “Statement of Qualifications for the City of Tolleson New City Hall Complex Architectural Design Services” (the “RFQ”), attached hereto as Exhibit A, and incorporated herein by reference, seeking statements of qualifications (the “SOQ”) from vendors for professional consulting services.

B. The Consultant submitted a SOQ in response to the RFQ, attached hereto as Exhibit B, and incorporated herein by reference, and the City desires to enter into an Agreement with the Consultant for architectural design and other services as described in the RFQ (the “Services”).

AGREEMENT

NOW, THEREFORE, in consideration of the foregoing recitals, which are incorporated herein by reference, the following mutual covenants and conditions, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the City and the Consultant hereby agree as follows:

1. Term of Agreement. This Agreement shall be effective as of the date first set forth above and shall remain in full force and effect until _____, 20____.
2. Scope of Work. Consultant shall provide the Services as set forth in the Scope of Work, attached hereto as Exhibit C and incorporated herein by reference.
3. Compensation. The City shall pay Consultant a price not to exceed the amount designated in the Purchase Order or Authorization for Services provided to Consultant for the Services as set forth in the Fee Proposal, attached hereto as Exhibit D and incorporated herein by reference.
4. Payments. The City shall pay the Consultant monthly, based upon work performed and completed to date, and upon submission and approval of invoices. All invoices shall document and itemize all work completed to date. The invoice statement shall include a record of time expended and work performed in sufficient detail to justify payment.

V – PROFESSIONAL SERVICES AGREEMENT

(See following pages)

PROFESSIONAL SERVICES AGREEMENT

BETWEEN THE CITY OF TOLLESON AND

THIS PROFESSIONAL SERVICES AGREEMENT (this “Agreement”) is made as of _____, 2021, between the City of Tolleson, an Arizona municipal corporation (the “City”) and _____, a _____ (the “Consultant”).

RECITALS

A. The City issued a Request for Qualifications, ENG 20-02 “Statement of Qualifications for the City of Tolleson Engineering Services – Identification of Wastewater Treatment Plant Capital Project” (the “RFQ”), attached hereto as Exhibit A, and incorporated herein by reference, seeking statements of qualifications (the “SOQ”) from vendors for professional consulting services.

B. The Consultant submitted a SOQ in response to the RFQ, attached hereto as Exhibit B, and incorporated herein by reference, and the City desires to enter into an Agreement with the Consultant for architectural design and other services as described in the RFQ (the “Services”).

AGREEMENT

NOW, THEREFORE, in consideration of the foregoing recitals, which are incorporated herein by reference, the following mutual covenants and conditions, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the City and the Consultant hereby agree as follows:

1. Term of Agreement. This Agreement shall be effective as of the date first set forth above and shall remain in full force and effect until _____, 23____.
2. Scope of Work. Consultant shall provide the Services as set forth in the Scope of Work, attached hereto as Exhibit C and incorporated herein by reference.
3. Compensation. The City shall pay Consultant a price not to exceed the amount designated in the Purchase Order or Authorization for Services provided to Consultant for the Services as set forth in the Fee Proposal, attached hereto as Exhibit D and incorporated herein by reference.
4. Payments. The City shall pay the Consultant monthly, based upon work performed and completed to date, and upon submission and approval of invoices. All invoices shall document

and itemize all work completed to date. The invoice statement shall include a record of time expended and work performed in sufficient detail to justify payment.

5. Documents. All documents prepared and submitted to the City pursuant to this Agreement shall be the property of the City.

6. Consultant Personnel. Consultant shall provide adequate, experienced personnel, capable of and devoted to the successful completion of the Services to be performed under this Agreement. Consultant agrees to assign specific individuals to key positions. If deemed qualified, the Consultant is encouraged to hire City residents to fill vacant positions at all levels. Consultant agrees that, upon commencement of the Services to be performed under this Agreement, key personnel shall not be removed or replaced without prior written notice to the City. If key personnel are not available to perform the Services for a continuous period exceeding 30 calendar days, or are expected to devote substantially less effort to the Services than initially anticipated, Consultant shall immediately notify the City of same and shall, subject to the concurrence of the City, replace such personnel with personnel of substantially equal ability and qualifications.

7. Inspection; Acceptance. All work shall be subject to inspection and acceptance by the City at reasonable times during Consultant's performance. The Consultant shall provide and maintain a self-inspection system that is acceptable to the City.

8. Licenses; Materials. Consultant shall maintain in current status all federal, state and local licenses and permits required for the operation of the business conducted by the Consultant. The City has no obligation to provide Consultant, its employees or subcontractors any business registrations or licenses required to perform the specific services set forth in this Agreement. The City has no obligation to provide tools, equipment or material to Consultant.

9. Performance Warranty. Consultant warrants that the Services rendered will conform to the requirements of this Agreement and to the professional standards in the field.

10. Indemnification. To the fullest extent permitted by law, the Consultant shall indemnify and hold harmless the City and each council member, officer, employee or agent thereof (the City and any such person being herein called an "Indemnified Party"), for, from and against any and all losses, claims, damages, liabilities, costs and expenses (including, but not limited to, reasonable attorneys' fees, court costs and the costs of appellate proceedings) to which any such Indemnified Party may become subject, under any theory of liability whatsoever ("Claims") to the extent that such Claims (or actions in respect thereof) are caused by the negligent acts, recklessness or intentional misconduct of the Consultant, its officers, employees, agents, or any tier of subcontractor in connection with Consultant's work or services in the performance of this Agreement. The amount and type of insurance coverage requirements set forth below will in no way be construed as limiting the scope of the indemnity in this Section.

11. Insurance.

11.1 General.

a. Insurer Qualifications. Without limiting any obligations or liabilities of Consultant, Consultant shall purchase and maintain, at its own expense, hereinafter stipulated minimum insurance with insurance companies authorized to do business in the State of Arizona pursuant to ARIZ. REV. STAT. § 20-206, with an AM Best, Inc. rating of A- or above with policies and forms satisfactory to the City. Failure to maintain insurance as specified herein may result in termination of this Agreement at the City's option.

b. No Representation of Coverage Adequacy. By requiring insurance herein, the City does not represent that coverage and limits will be adequate to protect Consultant. The City reserves the right to review any and all of the insurance policies and/or endorsements cited in this Agreement but has no obligation to do so. Failure to demand such evidence of full compliance with the insurance requirements set forth in this Agreement or failure to identify any insurance deficiency shall not relieve Consultant from, nor be construed or deemed a waiver of, its obligation to maintain the required insurance at all times during the performance of this Agreement.

c. Additional Insured. All insurance coverage and self-insured retention or deductible portions, except Workers' Compensation insurance and Professional Liability insurance, if applicable, shall name, to the fullest extent permitted by law for claims arising out of the performance of this Agreement, the City, its agents, representatives, officers, directors, officials and employees as Additional Insured as specified under the respective coverage sections of this Agreement.

d. Coverage Term. All insurance required herein shall be maintained in full force and effect until all work or services required to be performed under the terms of this Agreement are satisfactorily performed, completed and formally accepted by the City, unless specified otherwise in this Agreement.

e. Primary Insurance. Consultant's insurance shall be primary insurance with respect to performance of this Agreement and in the protection of the City as an Additional Insured.

f. Waiver. All policies, except for Professional Liability, including Workers' Compensation insurance, shall contain a waiver of rights of recovery (subrogation) against the City, its agents, representatives, officials, officers and employees for any claims arising out of the work or services of Consultant. Consultant shall arrange to have such subrogation waivers incorporated into each policy via formal written endorsement thereto.

g. Policy Deductibles and/or Self-Insured Retentions. The policies set forth in these requirements may provide coverage that contains deductibles or self-insured retention amounts. Such deductibles or self-insured retention shall not be applicable with respect to the policy limits provided to the City. Consultant shall be solely responsible for any such deductible or self-insured retention amount.

h. Use of Subcontractors. If any work under this Agreement is subcontracted in any way, Consultant shall execute written agreements with its subcontractors

containing the indemnification provisions set forth in this Section and insurance requirements set forth herein protecting the City and Consultant. Consultant shall be responsible for executing any agreements with its subcontractors and obtaining certificates of insurance verifying the insurance requirements.

i. Evidence of Insurance. Prior to commencing any work or services under this Agreement, Consultant will provide the City with suitable evidence of insurance in the form of certificates of insurance and a copy of the declaration page(s) of the insurance policies as required by this Agreement, issued by Consultant's insurance insurer(s) as evidence that policies are placed with acceptable insurers as specified herein and provide the required coverages, conditions and limits of coverage specified in this Agreement and that such coverage and provisions are in full force and effect. Confidential information such as the policy premium may be redacted from the declaration page(s) of each insurance policy, provided that such redactions do not alter any of the information required by this Agreement. The City shall reasonably rely upon the certificates of insurance and declaration page(s) of the insurance policies as evidence of coverage but such acceptance and reliance shall not waive or alter in any way the insurance requirements or obligations of this Agreement. In the event any insurance policy required by this Agreement is written on a "claims made" basis, coverage shall extend for two years past completion of the Services and the City's acceptance of the Consultant's work or services and as evidenced by annual certificates of insurance. If any of the policies required by this Agreement expire during the life of this Agreement, it shall be Consultant's responsibility to forward renewal certificates and declaration page(s) to the City 30 days prior to the expiration date. All certificates of insurance and declarations required by this Agreement shall be identified by referencing the RFQ number and title or this Agreement. A \$25.00 administrative fee shall be assessed for all certificates or declarations received without the appropriate RFQ number and title or a reference to this Agreement, as applicable. Additionally, certificates of insurance and declaration page(s) of the insurance policies submitted without referencing the appropriate RFQ number and title or a reference to the Agreement, as applicable, will be subject to rejection and may be returned or discarded. Certificates of insurance and declaration page(s) shall specifically include the following provisions:

- (1) The City, its agents, representatives, officers, directors, officials and employees are Additional Insureds as follows:
 - (a) Commercial General Liability – Under Insurance Services Office, Inc., ("ISO") Form CG 20 10 03 97 or equivalent.
 - (b) Auto Liability – Under ISO Form CA 20 48 or equivalent.
 - (c) Excess Liability – Follow Form to underlying insurance.
- (2) Consultant's insurance shall be primary insurance as respects performance of the Agreement.
- (3) All policies, except for Professional Liability, including Workers' Compensation, waive rights of recovery (subrogation) against City, its agents, representatives,

officers, officials and employees for any claims arising out of work or services performed by Consultant under this Agreement.

11.2 Required Insurance Coverage.

a. Commercial General Liability. Consultant shall maintain “occurrence” form Commercial General Liability insurance with an unimpaired limit of not less than \$1,000,000 for each occurrence, \$2,000,000 Products and Completed Operations Annual Aggregate and a \$2,000,000 General Aggregate Limit. The policy shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury. Coverage under the policy will be at least as broad as ISO policy form CG 00 010 93 or equivalent thereof, including but not limited to, separation of insured’s clause. To the fullest extent allowed by law, for claims arising out of the performance of this Agreement, the City, its agents, representatives, officers, officials and employees shall be cited as an Additional Insured under ISO, Commercial General Liability Additional Insured Endorsement form CG 20 10 03 97, or equivalent, which shall read “Who is an Insured (Section II) is amended to include as an insured the person or organization shown in the Schedule, but only with respect to liability arising out of “your work” for that insured by or for you.” If any Excess insurance is utilized to fulfill the requirements of this subsection, such Excess insurance shall be “follow form” equal or broader in coverage scope than underlying insurance.

b. Vehicle Liability. Consultant shall maintain Business Automobile Liability insurance with a limit of \$1,000,000 each occurrence on Consultant’s owned, hired and non-owned vehicles assigned to or used in the performance of the Consultant’s work or services under this Agreement. Coverage will be at least as broad as ISO coverage code “1” “any auto” policy form CA 00 01 12 93 or equivalent thereof. To the fullest extent allowed by law, for claims arising out of the performance of this Agreement, the City, its agents, representatives, officers, directors, officials and employees shall be cited as an Additional Insured under ISO Business Auto policy Designated Insured Endorsement form CA 20 48 or equivalent. If any Excess insurance is utilized to fulfill the requirements of this subsection, such Excess insurance shall be “follow form” equal or broader in coverage scope than underlying insurance.

c. Professional Liability. If this Agreement is the subject of any professional services or work, or if the Consultant engages in any professional services or work adjunct or residual to performing the work under this Agreement, the Consultant shall maintain Professional Liability insurance covering negligent errors and omissions arising out of the Services performed by the Consultant, or anyone employed by the Consultant, or anyone for whose negligent acts, mistakes, errors and omissions the Consultant is legally liable, with an unimpaired liability insurance limit of \$2,000,000 each claim and \$2,000,000 annual aggregate. In the event the Professional Liability insurance policy is written on a “claims made” basis, coverage shall extend for two years past completion and acceptance of the Services, and the Consultant shall be required to submit certificates of insurance and a copy of the declaration page(s) of the insurance policies evidencing proper coverage is in effect as required above.

d. Workers’ Compensation Insurance. Consultant shall maintain Workers’ Compensation insurance to cover obligations imposed by federal and state statutes

having jurisdiction over Consultant's employees engaged in the performance of work or services under this Agreement and shall also maintain Employers Liability Insurance of not less than \$500,000 for each accident, \$500,000 disease for each employee and \$1,000,000 disease policy limit.

11.3 Cancellation and Expiration Notice. Insurance required herein shall not expire, be canceled, or materially change without 30 days' prior written notice to the City.

12. Applicable Law; Venue. In the performance of this Agreement, Consultant shall abide by and conform to any and all laws of the United States, State of Arizona and City of Tolleson, including but not limited to, federal and state executive orders providing for equal employment and procurement opportunities, the Federal Occupational Safety and Health Act and any other federal or state laws applicable to this Agreement. This Agreement shall be governed by the laws of the State of Arizona and suit pertaining to this Agreement may be brought only in courts in the State of Arizona.

13. Termination; Cancellation.

13.1 For City's Convenience. This Agreement is for the convenience of the City and, as such, may be terminated without cause after receipt by Consultant of written notice by the City. Upon termination for convenience, Consultant shall be paid for all undisputed services performed to the termination date.

13.2 For Cause. This Agreement may be terminated by either party upon 30 days' written notice should the other party fail to substantially perform in accordance with this Agreement's terms, through no fault of the party initiating the termination. In the event of such termination for cause, payment shall be made by the City to the Consultant for the undisputed portion of its fee due as of the termination date.

13.3 Due to Work Stoppage. This Agreement may be terminated by the City upon 30 days' written notice to Consultant in the event that the Services are permanently abandoned. In the event of such termination due to work stoppage, payment shall be made by the City to the Consultant for the undisputed portion of its fee due as of the termination date.

13.4 Conflict of Interest. This Agreement is subject to the provisions of ARIZ. REV. STAT. § 38-511. The City may cancel this Agreement without penalty or further obligations by the City or any of its departments or agencies if any person significantly involved in initiating, negotiating, securing, drafting or creating this Agreement on behalf of the City or any of its departments or agencies is, at any time while the Agreement or any extension of the Agreement is in effect, an employee of any other party to the Agreement in any capacity or a consultant to any other party of the Agreement with respect to the subject matter of the Agreement.

13.5 Gratuities. The City may, by written notice to the Consultant, cancel this Agreement if it is found by the City that gratuities, in the form of economic opportunity, future employment, entertainment, gifts or otherwise, were offered or given by the Consultant or any agent or representative of the Consultant to any officer, agent or employee of the City for the

purpose of securing this Agreement. In the event this Agreement is cancelled by the City pursuant to this provision, the City shall be entitled, in addition to any other rights and remedies, to recover or withhold from the Consultant an amount equal to 150% of the gratuity.

13.6 Agreement Subject to Appropriation. The Agreement is subject to the provisions of ARIZ. CONST. ART. IX, § 5 and ARIZ. REV. STAT. § 42-17106. The provisions of this Agreement for payment of funds by the City shall be effective when funds are appropriated for purposes of this agreement and are actually available for payment. The City shall be the sole judge and authority in determining the availability of funds under this Agreement and the City shall keep the Consultant fully informed as to the availability of funds for the Agreement. The obligation of the City to make any payment pursuant to this Agreement is a current expense of indebtedness of the City. If the City Council fails to appropriate money sufficient to pay the amounts as set forth in the Agreement during any immediately succeeding fiscal year, this Agreement shall terminate at the end of then-current fiscal year and the City and the Consultant shall be relieved of any subsequent obligation under this Agreement.

14. Miscellaneous.

14.1 Independent Contractor. The Consultant acknowledges and agrees that the Services provided under this Agreement are being provided as an independent contractor, not as an employee or agent of the City. Consultant, its employees and subcontractors are not entitled to workers' compensation benefits from the City. The City does not have the authority to supervise or control the actual work of Consultant, its employees or subcontractors. The Consultant, and not the City, shall determine the time of its performance of the services provided under this Agreement so long as Consultant meets the requirements of its agreed Scope of Work as set forth in Section 2 above. Consultant is neither prohibited from entering into other contracts nor prohibited from practicing its profession elsewhere. City and Consultant do not intend to nor will they combine business operations under this Agreement.

14.2 Laws and Regulations. The Consultant shall keep fully informed and shall at all times during the performance of its duties under this Agreement ensure that it and any person for whom the Consultant is responsible remains in compliance with all rules, regulations, ordinances, statutes or laws affecting the Services, including the following: (a) existing and future City and County ordinances and regulations, (b) existing and future state and federal laws and (c) existing and future Occupational Safety and Health Administration ("OSHA") standards.

14.3 Amendments. This Agreement may be modified only by a written amendment signed by persons duly authorized to enter into contracts on behalf of the City and the Consultant.

14.4 Provisions Required by Law. Each and every provision of law and any clause required by law to be in the Agreement will be read and enforced as though it were included herein and, if through mistake or otherwise any such provision is not inserted, or is not correctly inserted, then upon the application of either party, the Agreement will promptly be physically amended to make such insertion or correction.

14.5 Severability. The provisions of this Agreement are severable to the extent that any provision or application held to be invalid by a Court of competent jurisdiction shall not affect any other provision or application of the Agreement which may remain in effect without the invalid provision or application.

14.6 Relationship of the Parties. It is clearly understood that each party will act in its individual capacity and not as an agent, employee, partner, joint venturer, or associate of the other. An employee or agent of one party shall not be deemed or construed to be the employee or agent of the other for any purpose whatsoever. The Consultant is advised that taxes or Social Security payments will not be withheld from any City payments issued hereunder and Consultant agrees to be fully and solely responsible for the payment of such taxes or any other tax applicable to this Agreement.

14.7 Entire Agreement; Interpretation; Parol Evidence. This Agreement represents the entire agreement of the parties with respect to its subject matter, and all previous agreements, whether oral or written, entered into prior to this Agreement are hereby revoked and superseded by this Agreement. No representations, warranties, inducements or oral agreements have been made by any of the parties except as expressly set forth herein, or in any other contemporaneous written agreement executed for the purposes of carrying out the provisions of this Agreement. This Agreement shall be construed and interpreted according to its plain meaning, and no presumption shall be deemed to apply in favor of, or against the party drafting the Agreement. The parties acknowledge and agree that each has had the opportunity to seek and utilize legal counsel in the drafting of, review of, and entry into this Agreement.

14.8 Assignment. No right or interest in this Agreement shall be assigned by Consultant without prior, written permission of the City signed by the City Manager and no delegation of any duty of Consultant shall be made without prior, written permission of the City signed by the City Manager. Any attempted assignment or delegation by Consultant in violation of this provision shall be a breach of this Agreement by Consultant.

14.9 Subcontracts. No subcontract shall be entered into by the Consultant with any other party to furnish any of the material or services specified herein without the prior written approval of the City. The Consultant is responsible for performance under this Agreement whether or not subcontractors are used.

14.10 Rights and Remedies. No provision in this Agreement shall be construed, expressly or by implication, as waiver by the City of any existing or future right and/or remedy available by law in the event of any claim of default or breach of this Agreement. The failure of the City to insist upon the strict performance of any term or condition of this Agreement or to exercise or delay the exercise of any right or remedy provided in this Agreement, or by law, or the City's acceptance of and payment for services, shall not release the Consultant from any responsibilities or obligations imposed by this Agreement or by law, and shall not be deemed a waiver of any right of the City to insist upon the strict performance of this Agreement.

14.11 Attorneys' Fees. In the event either party brings any action for any relief, declaratory or otherwise, arising out of this Agreement or on account of any breach or default hereof, the prevailing party shall be entitled to receive from the other party reasonable attorneys'

fees and reasonable costs and expenses, determined by the court sitting without a jury, which shall be deemed to have accrued on the commencement of such action and shall be enforced whether or not such action is prosecuted through judgment.

14.12 Liens. All materials or services shall be free of all liens and, if the City requests, a formal release of all liens shall be delivered to the City.

14.13 Offset.

a. Offset for Damages. In addition to all other remedies at law or equity, the City may offset from any money due to the Consultant any amounts Consultant owes to the City for damages resulting from breach or deficiencies in performance or breach of any obligation under this Agreement.

b. Offset for Delinquent Fees or Taxes. The City may offset from any money due to the Consultant any amounts Consultant owes to the City for delinquent fees, transaction privilege taxes and property taxes, including any interest or penalties.

14.14 Notices and Requests. Any notice or other communication required or permitted to be given under this Agreement shall be in writing and shall be deemed to have been duly given if (a) delivered to the party at the address set forth below, (b) deposited in the U.S. Mail, registered or certified, return receipt requested, to the address set forth below, (c) given to a recognized and reputable overnight delivery service, to the address set forth below or (d) delivered by facsimile transmission to the number set forth below:

If to the City: City of Tolleson
9555 West Van Buren Street
Tolleson, Arizona 85353
Facsimile: (623) 907-2629
Attn: Crystal Zamora, City Clerk

With copy to: City of Tolleson
9555 West Van Buren Street
Tolleson, Arizona 85353
Facsimile: (623) 907-2629
Attn: Justin S. Pierce, City Attorney

If to Consultant: _____

Facsimile: _____
Attn: _____

or at such other address, and to the attention of such other person or officer, as any party may designate in writing by notice duly given pursuant to this subsection. Notices shall be deemed received (a) when delivered to the party, (b) three business days after being placed in the U.S. Mail, properly addressed, with sufficient postage, (c) the following business day after being given

to a recognized overnight delivery service, with the person giving the notice paying all required charges and instructing the delivery service to deliver on the following business day, or (d) when received by facsimile transmission during the normal business hours of the recipient. If a copy of a notice is also given to a party's counsel or other recipient, the provisions above governing the date on which a notice is deemed to have been received by a party shall mean and refer to the date on which the party, and not its counsel or other recipient to which a copy of the notice may be sent, is deemed to have received the notice.

14.15 Confidentiality of Records. The Consultant shall establish and maintain procedures and controls that are acceptable to the City for the purpose of ensuring that information contained in its records or obtained from the City or from others in carrying out its obligations under this Agreement shall not be used or disclosed by it, its agents, officers, or employees, except as required to perform Consultant's duties under this Agreement. Persons requesting such information should be referred to the City. Consultant also agrees that any information pertaining to individual persons shall not be divulged other than to employees or officers of Consultant as needed for the performance of duties under this Agreement.

14.16 Records and Audit Rights. Consultant's and its subcontractor's books, records, correspondence, accounting procedures and practices, and any other supporting evidence relating to this Agreement, including the papers of any Consultant and its subcontractors' employees who perform any work or Services pursuant to this Agreement to ensure that the Consultant and its subcontractors are complying with the warranty under subsection 14.17 below (all the foregoing hereinafter referred to as "Records"), shall be open to inspection and subject to audit and/or reproduction during normal working hours by the City, to the extent necessary to adequately permit (1) evaluation and verification of any invoices, payments or claims based on Consultant's and its subcontractors' actual costs (including direct and indirect costs and overhead allocations) incurred, or units expended directly in the performance of work under this Agreement and (2) evaluation of the Consultant's and its subcontractors' compliance with the Arizona employer sanctions laws referenced in subsection 14.17 below. To the extent necessary for the City to audit Records as set forth in this subsection, Consultant and its subcontractors hereby waive any rights to keep such Records confidential. For the purpose of evaluating or verifying such actual or claimed costs or units expended, the City shall have access to said Records, even if located at its subcontractors' facilities, from the effective date of this Agreement for the duration of the work and until three years after the date of final payment by the City to Consultant pursuant to this Agreement. Consultant and its subcontractors shall provide the City with adequate and appropriate workspace, so that the City can conduct audits in compliance with the provisions of this subsection. The City shall give Consultant or its subcontractors reasonable advance notice of intended audits. Consultant shall require its subcontractors to comply with the provisions of this subsection by insertion of the requirements hereof in any subcontract pursuant to this Agreement.

14.17 E-verify Requirements. To the extent applicable under ARIZ. REV. STAT. § 41-4401, the Consultant and its subcontractors warrant compliance with all federal immigration laws and regulations that relate to their employees and their compliance with the E-verify requirements under ARIZ. REV. STAT. § 23-214(A). Consultant's or its subcontractor's failure to comply with such warranty shall be deemed a material breach of this Agreement and may result in the termination of this Agreement by the City.

14.18 Conflicting Terms. In the event of any inconsistency, conflict or ambiguity among the terms of the Agreement, the Scope of Work, the Fee Proposal, the RFQ and the Consultant's SOQ, the documents shall govern in the order listed herein.

14.19 Non-Exclusive Contract. This Agreement is entered into with the understanding and agreement that it is for the sole convenience of the City. The City reserves the right to obtain like goods and services from another source when necessary.

14.20 Cooperative Purchasing. Specific eligible political subdivisions and nonprofit educational or public health institutions ("Eligible Procurement Unit(s)") are permitted to utilize procurement agreements developed by the City, at their discretion and with the agreement of the awarded Consultant. Consultant may, at its sole discretion, accept orders from Eligible Procurement Unit(s) for the purchase of the Services at the prices and under the terms and conditions of this Agreement, in such quantities and configurations as may be agreed upon between the parties. All cooperative procurements under this Agreement shall be transacted solely between the requesting Eligible Procurement Unit and Consultant. Payment for such purchases will be the sole responsibility of the Eligible Procurement Unit. The exercise of any rights, responsibilities or remedies by the Eligible Procurement Unit shall be the exclusive obligation of such unit. The City assumes no responsibility for payment, performance or any liability or obligation associated with any cooperative procurement under this Agreement. The City shall not be responsible for any disputes arising out of transactions made by others.

14.21 Boycotts. The Parties agree that they are not currently engaged in, and agree that for the duration of the Agreement they will not engage in, a boycott of Israel, as that term is defined in A.R.S. § 35-393.

[SIGNATURES ARE ON FOLLOWING PAGES]

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date and year first set forth above.

“City”

CITY OF TOLLESON, an Arizona
municipal corporation

Reyes Medrano, Jr., City Manager

ATTEST:

Crystal Zamora, City Clerk

APPROVED AS TO FORM:

Justin S. Pierce, City Attorney

(ACKNOWLEDGEMENT)

STATE OF ARIZONA)
COUNTY OF MARICOPA)

On this _____ day of _____, 20__, before me personally appeared Reyes Medrano, Jr., City Manager, for the CITY OF TOLLESON, whose identity was proven to me on the basis of satisfactory evidence to be the person who he claims to be, and acknowledged that he signed the Professional Services Agreement on behalf of the City.

(Seal and Expiration Date)

Notary Public in and for the State of Arizona

“Consultant”

_____, a(n) _____ corporation

By _____

Name: _____

Title: _____

(ACKNOWLEDGEMENT)

STATE OF _____

COUNTY OF _____

On this _____ day of _____, 20__, before me personally appeared _____, _____ of _____, whose identity was proven to me on the basis of satisfactory evidence to be the person who he claims to be, and acknowledged that he signed the Professional Services Agreement on behalf of the corporation.

(Seal and Expiration Date)

Notary Public in and for the State of Arizona

EXHIBIT A
TO
PROFESSIONAL SERVICES AGREEMENT
BETWEEN
THE CITY OF TOLLESON
AND

(RFQ)

See following pages.

DRAFT

EXHIBIT B
TO
PROFESSIONAL SERVICES AGREEMENT
BETWEEN
THE CITY OF TOLLESON
AND

(SOQ)

See following pages.

DRAFT