



City Council Memorandum

To: Mayor Fasbender & City Council Members
From: Ryan Stempski – Public Works Director/City Engineer
Date: February 1, 2023
Item: Approve WSB & Associates, Inc. Professional Services Agreement for ArcGIS Online and ArcGIS Pro Migration and Implementation

Council Action Requested:

The Council is requested to authorize Public Works to enter into a contract with WSB & Associates Inc. for the purposes of utilizing their professional services to assist the City with migrating and implementing upgrades to the existing GIS (Geographic Information System) software.

Background Information:

The Public Works Department has utilized GIS software over the past 15+ years to inventory and electronically manage all components of major City infrastructure assets such as sanitary sewer, water main, storm sewer, and streets. Over that same time period, GIS software has improved significantly while our current aging software has continued to create inefficiencies and limitations for how we can utilize our asset data.

The upgraded version of GIS once implemented will provide substantial benefit to the Public Works Department and ultimately several departments throughout the City. New capabilities such as mobile interactive mapping, real time updates, and enhanced asset reporting tools will enable staff to more efficiently collaborate, maintain our existing assets, and project future capital improvement needs.

In order to complete the upgrade to the latest available GIS system, Public Works requires technical assistance and expertise to ensure that the new system is setup properly. As part of the proposed contract, WSB & Associates Inc. will complete all necessary data migration from our existing system as well as provide assistance with implementation to the new software through training of our Public Works and Engineering staff.

Financial Impact:

The estimated total cost to migrate data from the City's existing GIS system, upgrade to a new ArcGIS Online and Arc GIS Pro system, and train existing staff on the new software is \$14,000, which is broken down by service in the attached WSB Proposal. This amount is within the approved 2023 budget of \$20,000.

Attachments:

- WSB Proposal for Professional Services Agreement for ArcGIS Online and ArcGIS Pro Migration and Implementation

**WSB & ASSOCIATES, INC.
PROFESSIONAL SERVICES AGREEMENT**

VIII-12

This Professional Services Agreement (the "Agreement") is made as of the 16th day of January 2023, by and between the City of Hastings with an address of 1225 Progress Drive, Hastings, Minnesota 55033 ("Client"), and WSB & Associates, Inc. dba WSB with offices located at 701 Xenia Avenue South, Suite 300, Minneapolis, Minnesota 55416 ("Consultant").

Client and Consultant, for the consideration enumerated herein, do hereby agree as follows:

SECTION 1 / GENERAL CONTRACT TERMS AND CONDITIONS

The General Contract Terms and Conditions shall be as set forth in Exhibit A.

SECTION 2 / SCOPE OF WORK

The scope of work to be performed by Consultant is set forth in Exhibit B. The work and services to be performed hereunder and described in Exhibit B shall be referred to herein and in the General Contract Provisions as the "Project".

SECTION 3 / COMPENSATION

The amount, method and timing for payment to the Consultant shall be in accordance with Exhibit C.

SECTION 4 / WORK SCHEDULE

The preliminary schedule of the work, if required, is set forth in Exhibit B.

SECTION 5 / CLIENT RESPONSIBILITIES

The client responsibilities are set out in Exhibit F.

SECTION 6 / SPECIAL CONDITIONS

Special conditions, if any, are as set forth in Exhibit G.

SECTION 7 / EXHIBITS

The following Exhibits are attached hereto and made a part of this Agreement:

- Exhibit A General Contract Provisions
- Exhibit B Scope of Work
- Exhibit C Compensation
- Exhibit D Insurance Schedule
- Exhibit E Rate Schedule
- Exhibit F Client Responsibilities
- ~~Exhibit G Special Conditions~~

All references to the "Agreement" in this Document and the Exhibits shall mean this Agreement and all of the Exhibits as one integrated Agreement.

SECTION 8 / ACCEPTANCE OF AGREEMENT

Upon written acceptance of this Agreement by Client, Consultant shall commence the work. The undersigned hereby accept the terms and conditions of this agreement and Consultant is hereby authorized to perform the services described herein.

CLIENT: CITY OF HASTINGS
ADDRESS: 1225 PROGRESS DRIVE
HASTINGS, MN 55033

CONSULTANT: WSB & ASSOCIATES, INC.
dba WSB
ADDRESS: 701 XENIA AVENUE SOUTH
SUITE 300
MINNEAPOLIS, MN 55416

BY: _____
NAME: Kelly Murtaugh
TITLE: City Clerk

BY: _____
NAME: _____
TITLE: _____

BY: _____
NAME: Mary D. Fasbender
TITLE: Mayor

EXHIBIT A
GENERAL CONTRACT PROVISIONS

ARTICLE 1 – PERFORMANCE OF THE WORK

Consultant shall perform the services under this Agreement in accordance with the care and skill ordinarily exercised by members of Consultant's profession practicing under similar circumstances at the same time and in the same locality. Consultant makes no warranties, express or implied, under this Agreement or otherwise, in connection with its services.

ARTICLE 2 – ADDITIONAL SERVICES

If the Client requests that the Consultant perform any services which are beyond the scope as set forth in the Agreement, or if changed or unforeseen conditions require the Consultant to perform services outside of the original scope, then, Consultant shall promptly notify the Client of cause and nature of the additional services required. Upon notification, Consultant shall be entitled to an equitable adjustment in both compensation and time to perform.

ARTICLE 3 – SCHEDULE

Unless specific periods of time or dates for providing services are specified in a separate Exhibit, Consultant's obligation to render services hereunder will be for a period which may reasonably be required for the completion of said services. The Client agrees that Consultant is not responsible for damages arising directly or indirectly from any delays for causes beyond Consultant's control.

ARTICLE 4 [RESERVED]**ARTICLE 5 – PAYMENTS**

Payment to Consultant shall be on a lump sum or hourly basis as set out in the Agreement. Consultant is entitled to payment of amounts due plus reimbursable expenses. Client will pay the balance stated on the invoice unless Client notifies Consultant in writing of any disputed items within fifteen (15) days from the date of invoice. In the event of any dispute, Client will pay all undisputed amounts in the ordinary course, and the Parties will endeavor to resolve all disputed items. All accounts unpaid after thirty (30) days from the date of original invoice shall be subject to a service charge of 1-1/2% per month, or the maximum amount authorized by law, whichever is less. Consultant reserves the right to retain instruments of service until all invoices are paid in full. Consultant will not be liable for any claims of loss, delay, or damage by Client for reason of withholding services or instruments of service until all invoices are paid in full. Consultant shall be entitled to recover all reasonable costs and disbursements, including reasonable attorney fees, incurred in connection with collecting amounts owed by Client. In addition, Consultant may, after giving seven (7) days' written notice to Client, suspend services under this Agreement until it receives full payment for all amounts then due for services, expenses and charges. Payment methods, expenses and rates may be more fully described in Exhibit C and Exhibit E.

ARTICLE 6 – OWNERSHIP RIGHTS AND RESTRICTIONS.

Subject to the terms of this Agreement and upon receipt by Consultant of full payment of all fees and charges hereunder, Client will own and have all right, title and interest to any items delivered by Consultant pursuant to Exhibit B (Deliverables), excluding Background IP (as defined below). Consultant, or its third-party licensors, as applicable, shall retain exclusive ownership of all Background IP. "Background IP" means all Source Code (as defined below), object code, third-party software, technology, systems, strategies, processes, methods, techniques, ideas, experience, information, know-how, patents, trademarks, copyrights, designs, developments, or other proprietary rights that are used or delivered by Consultant hereunder, which were pre-existing or conceived, created or developed by Consultant, alone or with others. Subject to the terms of this Agreement and upon full payment of all fees and charges hereunder.

Consultant grants Client a limited, non-exclusive, non-transferrable, non-sublicensable license to use the Background IP (excluding Source Code) if embodied in the Deliverables solely in connection with Client's internal use of such Deliverables. To the extent a Source Code license is expressly identified as a Deliverable under Exhibit B, then subject to the terms of this Agreement and upon full payment of all fees and charges hereunder, Consultant grants Client a limited, revocable, non-exclusive, non-transferrable, non-sublicensable, royalty-free license to use, modify, or create derivative works from, such Source Code,

all for Client's internal business purposes only. Accordingly, Client shall not copy, use, publish, perform, distribute, disseminate or exploit Source Code or any derivatives thereof for any commercial purpose or otherwise share, disclose or transmit Source Code or any derivatives thereof with or to any third party. "Source Code" means a text listing of commands to be compiled or assembled into an executable computer program, which is licensed to Client by Consultant pursuant to Exhibit B. VIII, 12

ARTICLE 7 – THIRD-PARTY SOFTWARE.

Certain Deliverables may contain or require the use of Third-Party Software (as defined below). Consultant makes no representation or warranty of any kind, express or implied, with respect to any Third-Party Software. Accordingly, Consultant shall have no liability or responsibility whatsoever on account of the failure, malfunction, or use of any Third-Party Software, and same are hereby waived by Client. Any Third-Party Software delivered to Client by Consultant is delivered "AS IS" and with "ALL FAULTS". "Third-Party Software" means all software and documentation that is not owned by Consultant which is incorporated into or used with a Deliverable. All Third-Party Software will be subject to such third party's applicable license terms and conditions for such software, a copy of which is available to Client upon request from such third party, contained in such third party's software installation package, and/or available on such third-party's website. Client hereby agrees to comply with and be bound by such license terms and conditions. Except with regard to Third-Party Software, which is identified as a Deliverable under Exhibit B, Client shall be solely responsible for obtaining and maintaining licenses for all other Third-Party Software. Further, Consultant shall not be responsible for any royalties or other consideration that may become due and payable with respect to Client's use, licensing or integration of Third-Party Software.

ARTICLE 8 – INSURANCE

Consultant has procured general and professional liability insurance. On request, Consultant will furnish client with a certificate of insurance detailing the precise nature and type of insurance, along with applicable policy limits. Additional Insurance requirements are listed in Exhibit D.

ARTICLE 9 – TERMINATION OR SUSPENSION

If Consultant's services are delayed or suspended in whole or in part by Client, or if Consultant's services are delayed by actions or inactions of others for more than sixty (60) days through no fault of Consultant, Consultant shall be entitled to either terminate its agreement upon seven (7) days written notice or, at its option, accept an equitable adjustment of rates and amounts of compensation provided for elsewhere in this Agreement to reflect reasonable costs incurred by Consultant in connection with, among other things, such delay or suspension and reactivation and the fact that the time for performance under this Agreement has been revised.

This Agreement may be terminated by either party upon seven (7) days written notice should the other party fail substantially to perform in accordance with its terms through no fault of the party initiating the termination. In the event of termination Consultant shall be compensated for services performed prior to termination date, including charges for expenses and equipment costs then due and all termination expenses.

This Agreement may be terminated by either party upon thirty (30) days' written notice without cause. Consultant shall upon termination only be entitled to payment for the work performed up to the Date of termination. In the event of termination, copies of plans, reports, specifications, electronic drawing/data files (scripts), field data, notes, and other documents whether written, printed or recorded on any medium whatsoever, finished or unfinished, prepared by the Consultant pursuant to this Agreement and pertaining to the work or to the Project, (hereinafter "Instruments of Service"), shall be made available to the Client upon payment of all amounts due as of the date of termination. All provisions of this Agreement allocating responsibility or liability between the Client and Consultant shall survive the completion of the services hereunder and/or the termination of this Agreement.

ARTICLE 10 – INDEMNIFICATION

The Consultant agrees to indemnify and hold the Client harmless from any damage, liability or cost to the extent caused by the Consultant's negligence or willful misconduct.

The Client agrees to indemnify and hold the Consultant harmless from any damage, liability or cost to the extent caused by the Client's negligence or willful misconduct.

ARTICLE 11 – WAIVER OF CONSEQUENTIAL DAMAGES

The Consultant and Client waive claims against each other for consequential damages arising out of or relating to this contract. This mutual waiver includes damages incurred by the Client for rental expenses, for loss of use, loss of income, lost profit, project delays, financing, business and reputation and for loss of management or employee productivity or of the services of such persons; and (2) Damages incurred by the Consultant for principal office expenses including the compensation for personnel stationed there, for losses of financing, business and reputation and for loss of profit except anticipated profit arising directly from the Work. The Consultant and Client further agree to obtain a similar waiver from each of their contractors, subcontractors or suppliers.

ARTICLE 12 – WAIVER OF CLAIMS FOR PERSONAL LIABILITY

It is intended by the parties to this Agreement that Consultant's services shall not subject Consultant's employees, officers or directors to any personal legal exposure for the risks associated with this Agreement. Therefore, and notwithstanding anything to the contrary contained herein, the Client agrees that as the Client's sole and exclusive remedy, any claim, demand or suit shall be directed and/or asserted only against Consultant, and not against any of Consultant's individual employees, officers or directors.

ARTICLE 13 – ASSIGNMENT

Neither Party to this Agreement shall assign its interest in this agreement, any proceeds due under the Agreement nor any claims that may arise from services or payments due under the Agreement without the written consent of the other Party. Any assignment in violation of this provision shall be null and void. Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Consultant or Client. This Agreement is for the exclusive benefit of Consultant and Client and there are no other intended beneficiaries of this Agreement.

ARTICLE 14 – CONFLICT RESOLUTION

In an effort to resolve any conflicts that arise during the design or construction of the project or following the completion of the project, the Client and Consultant agree that all disputes between them arising out of or relating to this Agreement shall be submitted to nonbinding mediation as a precondition to any formal legal proceedings.

ARTICLE 15 – DATA PRACTICES COMPLIANCE

All data collected by the Client pursuant to this Agreement shall be subject to the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13.

ARTICLE 16 – AVAILABLE INSURANCE PROCEEDS AND LIMITATION OF LIABILITY

Consultant maintains professional liability insurance with a liability limit of not less than \$2,000,000 per claim. The Consultant's total liability to Client shall not exceed the total available insurance policy limits per claim available to Consultant under its professional liability insurance policy. Client hereby agrees that to the fullest extent permitted by law, the Consultant's total liability to Client for any and all injuries, claims, losses, expenses or damages whatsoever arising out of or in any way related to or arising from this Agreement from any cause or causes including, but not limited to, Consultant's negligence, errors, omissions, strict liability, breach of contract or breach of warranty (Client's Claims) shall not exceed the total policy limits available to Consultant under its professional liability insurance policy for settlement or satisfaction of Client's Claims under the terms and conditions of the Consultant's professional liability insurance policy applicable hereto.

Client and Consultant each further agree that neither will be responsible for any incidental, indirect, or consequential damages (including loss of use or loss of profits) sustained by the other, its successors or assigns. This mutual waiver shall apply even if the damages were foreseeable and regardless of the theory of recovery plead or asserted.

ARTICLE 17 – CONTROLLING LAW

This Agreement is to be governed by the laws of the State of Minnesota. Any controversy or claim arising out of or relating to this Agreement, or the breach thereof, including but not limited to claims for negligence or breach of warranty, that is not settled by nonbinding mediation shall be settled by the law of the State of Minnesota.

WSB & ASSOCIATES, INC.

**EXHIBIT B
SCOPE OF WORK
ArcGIS ONLINE AND ArcGIS PRO MIGRATION AND IMPLEMENTATION
HASTINGS, MN**

The Client intends to retain Consultant to provide professional services for ArcGIS Online (AGOL) and ArcGIS Pro Migration and Implementation located in Hastings, MN. The Scope of Services is outlined below.

ARTICLE B.1 – SCOPE OF SERVICES

B.1.1 SOFTWARE AND DATA MANAGEMENT REVIEW

- (1) Consultant will perform a comprehensive review of software and data management practices, which will include the following: all current GIS datasets and maps, Esri licensing, and all GIS software and related platforms currently in use by the Client.
- (2) Consultant will meet with the Client's project lead and key staff to review and confirm the Client's key objectives. This review will form the basis of Consultant's recommendations for data management practices, Esri user license allocations, and changes to planned adoption of Esri software.

B.1.2 IMPLEMENT DATA MANAGEMENT PLAN

- (1) Consultant will consolidate authoritative data identified in B.1.1 into a single database and apply a standard Data Model (DM).
 - A. The DM will be a customized version of Esri's Local Government Information Model (LGIM).
 - B. Consultant will use appropriate feature datasets, feature class names, fields, and domains according to the DM.
 - C. Consultant will build out an attachment table within the database so utility as-builts are accessible from AGOL.
- (2) As part of the DM conversion, Consultant will:
 - A. Import existing, authoritative datasets into a new geodatabase
 - B. Add additional GIS data layers to the DM where appropriate
 - C. Normalize existing utility data to match the LGIM and prepare data for future use in an asset management system (i.e., separate feature classes for hydrants, valves, manholes, catch basins, etc.)
 - D. Maintain asset IDs for all utility assets where applicable.
 - E. Maintain current attribute information for all GIS datasets (pipe size, pipe material, land use codes, zoning type, etc.)
 - F. Create attachment table for links to utility as-builts
 - G. Maintain links from the GIS data to any external documents or URLs

B.1.3 PUBLISH DATA TO AGOL AND APPLY APPROPRIATE CONFIGURATIONS

- (1) After the data migration is complete, Consultant will publish the GIS datasets as feature and map services to the Client's AGOL environment.
- (2) Consultant will adhere to best practices when publishing content to AGOL for data security standards so the services will perform efficiently in the mobile and web applications that will be created, and the appropriate settings will be in place for all GIS content to maintain secure levels of access for viewing and editing.

- (3) Utilizing Consultant's findings from the GIS assessment and meetings with Client staff, Consultant will reorganize the Client's AGOL page to better suit the needs of the Client staff and create a foundation for future GIS management.

B.1.4 CREATE WEB AND FIELD APPLICATIONS

- (1) After the data is published to AGOL and appropriate configurations have been made, Consultant will collaborate with Client staff to begin to develop web and mobile solutions to fulfill existing field and office workflows.
- (2) Consultant will review existing web applications and other map deployments such as ArcReader maps to understand the use case for each, so Consultant can configure these new web and mobile applications to fit the Client's needs.
- (3) Consultant will continue to follow best security practices when developing these applications, so the proper security and permission levels are in place.

B.1.5 AGOL, FIELD MAPS, AND ARCGIS PRO TRAINING

(1) AGOL Training

- A. Consultant will provide training for AGOL administration, AGOL and Field Maps usage, and ArcGIS Pro for staff that will be responsible for managing, maintaining, and administering the Client's AGOL site.
- B. AGOL training will be conducted either in-person or remotely over Zoom and will cover the following topics:
 - (1) Administering user accounts and content
 - (2) Organization dashboard
 - (3) Sharing, permissions, and groups
 - (4) Configuring hosted feature data
 - (5) Data management including the following: enabling editing, creating views, attachments, and exporting data
 - (6) Web maps, web applications, and field applications.

(2) Field Maps Training

- A. Consultant will provide training to mobile and office users of AGOL.
- B. Field Maps training:
 - (1) Is intended for Client staff members that would use different mobile and office web applications.
 - (2) Will be conducted in-person to assist Client with questions regarding field collection applications on mobile devices.
 - (3) Will cover the following topics:
 - (a) Signing-in and accessing web maps and field maps, base maps and feature layers
 - (b) Working with web maps: symbology, pop-ups, and labeling
 - (c) Working with the Field Maps application: collecting and editing data.

(3) ArcGIS Pro Training

- A. Consultant will conduct an ArcGIS Pro training session directed to the Client's main GIS users with key concepts and methods for migrating away from ArcGIS Desktop to ArcGIS Pro.
- B. Consultant's training session will give the Client's GIS users an overview of ArcGIS Pro and an introduction to the basic workflows and tools within ArcGIS Pro.
- C. ArcGIS Pro Training topics to be covered in this training session include the following:
 - (1) Overview of key differences from ArcMap
 - (2) Licensing
 - (3) File architecture of an ArcGIS Pro project

- (4) Catalog pane – Portal, Local, and other data connections
- (5) Publishing data
- (6) Management and editing of web services
- (7) Domain and field editing
- (8) Figure creation – layouts, templates, and data frame elements

ARTICLE B.2 – ADDITIONAL SERVICES

Additional services may be added upon approval by both Client and Consultant via amendment to this Agreement.

**EXHIBIT C
COMPENSATION
ArcGIS ONLINE AND ArcGIS PRO MIGRATION AND IMPLEMENTATION
HASTINGS, MN**

The Client shall pay the Consultant for Basic Services rendered on an hourly basis, not-to-exceed the amount of \$14,000 as mutually agreed to and deemed fair and reasonable for the particular work to be performed.

Consultant’s current fee schedule with hourly rates is attached to this contract as Exhibit E. The rate schedule is for 2023 and will remain in effect for services rendered through December 31, 2023.

The fee schedule will be evaluated on an annual basis by the Consultant and adjusted to account for inflation and other factors. The Consultant will submit a revised fee schedule prior to December 31 on an annual basis.

The following represents the compensation terms:

ARTICLE C.1 – PROJECT COMPENSATION

Compensation for the scope of services as outlined in Exhibit B is detailed below. The estimated fees will not be exceeded without Client authorization.

SOFTWARE AND DATA MANAGEMENT REVIEW	\$1,500
IMPLEMENT DATA MANAGEMENT PLAN	\$6,500
PUBLISH DATA TO AGOL AND APPLY APPROPRIATE CONFIGURATIONS	\$2,000
CREATE WEB AND FIELD APPLICATIONS	\$1,500
AGOL, FIELD MAPS, AND ARCGIS PRO TRAINING	\$2,500
TOTAL	\$14,000

ARTICLE C.2 – INDEPENDENT CONSULTANTS

The cost of services performed by independent consultants or agencies for environmental evaluation, soil testing, laboratory services, or other services will be billed to the Client at the Consultant’s cost with no markup.

ARTICLE C.3 – PAYMENT FOR REVISIONS OR OTHER WORK

If the Client directs that revisions be made to the plans and specifications following approval of the plans and specifications by the Client or if the City Council directs Consultant to perform other work, the Consultant shall be compensated for the cost of such revisions at the hourly fee. The Consultant shall be given additional compensation when additions consist of enlargement or extension of the project. Additional compensation will be on the same basis as agreed to for the original plans and specifications.

ARTICLE C.4 – RECEIPT OF PAYMENT

In order to receive payment for services, the Consultant shall submit monthly invoices describing in detail the services performed in accordance with this contract. Separate statements shall be submitted for each project or a detailed breakdown shall be furnished showing the distribution of charges to each project. The Client shall pay Consultant upon receipt of each monthly invoice. For hourly and percentage of construction cost contracts, the personnel who worked on the project shall be included.

ARTICLE C.5 – EXPENSES

Consultant shall be reimbursed for reasonable expenses related to the scope of services of this contract and/or individual projects. The Consultant shall be reimbursed for the actual cost of the expenses, without markup. Typical expenses include, but are not limited to, the following:

- Permit fees
- Plan and specification reproduction fees
- Costs related to the development of project photos

The following shall not be considered reimbursable expenses:

- Mileage
- Mobile phone usage
- Computer equipment time
- Preparation and reproduction of common correspondence
- Mailing

**EXHIBIT D
INSURANCE SCHEDULE**

GENERAL LIABILITY

Broker:	Marsh & McLennan Agency, LLC	
Type of Insurance:	Commercial General Liability	
Coverage:	General Aggregate	\$4,000,000
	Products-Comp/Ops Aggregate	\$2,000,000
	Personal & Advertising Injury	\$2,000,000
	Each Occurrence	\$2,000,000
	Damage to Rented Premises	\$100,000
	Medical Expenses (Any one person)	\$25,000

AUTOMOBILE LIABILITY

Broker:	Marsh & McLennan Agency, LLC	
Type of Insurance:	Any Auto	
Coverage:	Combined Single Limit	\$2,000,000

UMBRELLA

Broker:	Marsh & McLennan Agency, LLC	
Coverage:	Each Occurrence/Aggregate	\$10,000,000

WORKER'S COMPENSATION AND EMPLOYERS' LIABILITY

Broker:	Marsh & McLennan Agency, LLC	
Coverage:	<u>Statutory</u>	
	Each Accident	\$ 1,000,000
	Disease-Policy Limit	\$ 1,000,000
	Disease-Each Employee	\$ 1,000,000

PROFESSIONAL LIABILITY

Broker:	H. Robert Anderson and Associates, Inc.	
Coverage:	Each Claim	\$ 2,000,000
	Annual Aggregate	\$ 2,000,000

Certificates of Insurance will be provided upon request.

2023 Rate Schedule

	Billing Rate/Hour
SR. PRINCIPAL SR. ASSOCIATE	\$235
PRINCIPAL ASSOCIATE	\$173 – \$223
SR. PROJECT MANAGER SR. PROJECT ENGINEER	\$173 – \$223
PROJECT MANAGER	\$152 – \$170
PROJECT ENGINEER GRADUATE ENGINEER	\$102 – \$169
ENGINEERING TECHNICIAN ENGINEERING SPECIALIST	\$68 – \$167
LANDSCAPE ARCHITECT SR. LANDSCAPE ARCHITECT	\$78 – \$162
ENVIRONMENTAL SCIENTIST SR. ENVIRONMENTAL SCIENTIST	\$68 – \$160
PLANNER SR. PLANNER	\$80 – \$167
GIS SPECIALIST SR. GIS SPECIALIST	\$78 – \$167
CONSTRUCTION OBSERVER	\$104 – \$135
SURVEY	
One-Person Crew	\$175
Two-Person Crew	\$235
OFFICE TECHNICIAN	\$60 – \$102

Costs associated with word processing, cell phones and reproduction of common correspondence are included in the above hourly rates. Vehicle mileage is included in our billing rates [excluding geotechnical and construction materials testing (CMT) service rates]. Mileage can be charged separately, if specifically outlined by contract. | Reimbursable expenses include costs associated with plan, specification, and report reproduction; permit fees; delivery costs; etc. | Multiple rates illustrate the varying levels of experience within each category. | Rate Schedule is adjusted annually.

EXHIBIT F
CLIENT RESPONSIBILITIES

The Client's responsibilities related to the services to be provided by Consultant are generally as set out below. These responsibilities can be modified through Supplemental Agreements.

In order to permit the Consultant to perform the services required under this Agreement, the Client shall, in proper time and sequence and where appropriate to the Project, at no expense to the Consultant:

ARTICLE F.1

Provide available information as to its requirements for the Project, including copies of any design and construction standards and comprehensive plans which the Client desires Consultant to follow or incorporate into its work.

ARTICLE F.2

Guarantee access to and make all provisions for the Consultant to enter upon public and private lands to enable the Consultant to perform its work under this Agreement.

ARTICLE F.3

Provide such legal, accounting and insurance counseling services as may be required for this Project.

ARTICLE F.4

Notify the Consultant whenever the Client observes or otherwise becomes aware of any defect in the Project construction or design.

ARTICLE F.5

Designate a Client Representative with authority to transmit and receive instructions and information, interpret and define the Client's policies with respect to services rendered by the Consultant, and authority to make decisions as required for Consultant to complete services required under this Agreement.

ARTICLE F.6

Act promptly to approve all pay requests, Supplemental Agreements, or request for information by Consultant as set out below.

ARTICLE F.7

Furnish data (and professional interpretations thereof) prepared by or services performed by others, including where applicable, but not limited to, previous reports, core borings, sub-surface explorations, hydrographic and hydrogeologic surveys, laboratory tests and inspection of samples, materials and equipment; appropriate professional interpretations of the foregoing data; environmental assessment and impact statements; property, boundary, easement, right-of-way, topographic and utility surveys; property description; zoning, deed and other land use restrictions; and other special data.

ARTICLE F.8

Require all Utilities with facilities in the Client's Right of Way to Locate and mark said utilities upon request, Relocate and/or protect said utilities as determined necessary to accommodate work of the Project, submit a schedule of the necessary relocation/protection activities to the Client for review and comply with agreed upon schedule.

ARTICLE F.9

Review all reports, sketches, drawings, specifications and other documents prepared and presented by the Consultant, obtain advice of legal, accounting and insurance counselors or others as Client deems necessary for such examinations and render in writing decisions pertaining thereto.

ARTICLE F.10

Where appropriate, endeavor to identify, remove and/or encapsulate asbestos products or materials or pollutants located in the project area prior to accomplishment by the Consultant of any work on the Project.

ARTICLE F.11

Provide record drawings and specifications for all existing physical plants of facilities which are pertinent to the Project.

ARTICLE F.12

Provide the foregoing in a manner sufficiently timely so as not to delay the performance by the Consultant of the services in accordance with the Contract Documents.

ARTICLE F.13

Consultant shall be entitled to rely on the accuracy and completeness of information or services furnished by the Client or others employed by the Client. Consultant shall endeavor to verify the information provided and shall promptly notify the Client if the Consultant discovers that any information or services furnished by the Client is in error or is inadequate for its purpose.

ARTICLE F.14

Client shall bear all costs incidental to compliance with the requirements of this article.