

	<p style="text-align: center;">Request for Qualifications Design Professional Services</p> <p style="text-align: center;">Solicitation No. BPM004132</p> <p style="text-align: center;">Description: ADOA On-Call Civil Engineering Services</p>	<p style="text-align: center;">Arizona Department of Administration General Services Division</p> <p style="text-align: center;">1400 West Washington Street, Suite B200 Phoenix, AZ 85007</p>
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NOTICE OF REQUEST FOR QUALIFICATIONS

Pursuant to A.R.S. § 41-2579, the Arizona Department of Administration (ADOA), General Services Division (the State) is seeking to establish multiple Professional Service contracts with engineering design firm(s) to provide on-call civil engineering services for maintenance and capital improvement projects of varying size and complexity for projects located throughout the state. ***Contracts may be awarded to a maximum of ten (10) firms.***

The State proposes to retain highly qualified, capable firms to act as the Civil Engineer on the design of future projects. The firms who participate in this Request for Qualifications (RFQu) process are referred to as “Offerors” or “Engineers” throughout the solicitation documents.

All design and construction will be dependent on the level of funding committed to capital maintenance.

Contract(s) will be utilized by State Agencies and Cooperative Members.

List of all state agencies is available at: <https://azdirect.az.gov/agencies>

Active Co-Op Members List is available at: <https://spo.az.gov/procurement-services/cooperative-procurement/state-purchasing-cooperative> .

The State reserves the right to negotiate with one or more parties and is not obligated to enter into any contract with any respondent on any terms or conditions. Any designs resulting from this solicitation may be used in future projects of similar scope.

AMENDED DUE DATE AND TIME: Offers are due Tuesday, January 11, 2022 by 3:00 PM, Arizona time.

Awards for this solicitation will result in base contracts. The State makes no guarantee as to actual spend under any resultant contract. Individual tasks will be identified and awarded as Task Orders to this base contract.

In accordance with A.R.S. § 41-2579, request for qualifications for the Design Professional services specified, will be received by the State Procurement Office **online** through the State’s e-Procurement system, APP (www.app.az.gov) at the date and time posted in APP. Qualifications received by the correct time and date will be opened and the name of each offeror will be publicly available.

Qualifications must be in the actual possession of the State on or prior to the time and date indicated in the Notice.

LATE QUALIFICATIONS WILL NOT BE CONSIDERED

Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting the appropriate Procurement Agency. Requests should be made as early as possible to allow time to arrange the accommodation. A person requiring special accommodations may contact the solicitation contact person responsible for this procurement as identified above.

OFFERORS ARE STRONGLY ENCOURAGED TO CAREFULLY READ THE ENTIRE SOLICITATION

	<p style="text-align: center;">Request for Qualifications For Design Professional</p> <p style="text-align: center;">Solicitation No. BPM004132</p> <p style="text-align: center;">Description: ADOA On-Call Civil Engineering Services</p>	<p style="text-align: center;">Arizona Department of Administration General Services Division 1400 West Washington Street., Suite B200 Phoenix, AZ 85007</p>
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RFQ TABLE OF CONTENTS

INSTRUCTIONS TO OFFERORS..... 4

 1.0 DEFINITION OF TERMS:.....4

 2.0 INQUIRIES4

 3.0 OFFER PREPARATION6

 4.0 SUBMISSION OF OFFER8

 5.0 EVALUATION 11

 6.0 AWARD 14

 7.0 PROTESTS..... 15

STATEMENT OF WORK 16

 1.0 INTRODUCTION.....16

 2.0 BACKGROUND.....16

 3.0 SCOPE REQUIREMENTS.....16

 4.0 DESIGN PROFESSIONAL REQUIREMENTS..... 18

SPECIAL TERMS AND CONDITIONS 19

UNIFORM TERMS AND CONDITIONSERROR! BOOKMARK NOT DEFINED.

	<p style="text-align: center;">Request for Qualifications For Design Professional</p> <p style="text-align: center;">Solicitation No. BPM004132</p> <p style="text-align: center;">Description: ADOA On-Call Civil Engineering Services</p>	<p style="text-align: center;">Arizona Department of Administration General Services Division 1400 West Washington Street., Suite B200 Phoenix, AZ 85007</p>
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ATTACHMENTS - REQUIRED DOCUMENTS

ORDER OF ATTACHMENTS

- ATTACHMENT 1 – OFFER AND ACCEPTANCE FORM (MUST SIGN)
- ATTACHMENT 2 – BOYCOTT OF ISRAEL DISCLOSURE (MUST SIGN)
- ATTACHMENT 3 – OFFEROR INFORMATION QUESTIONNAIRE
- ATTACHMENT 4 – METHOD PROPOSAL
- ATTACHMENT 5 – ORGANIZATIONAL PROFILE
- ATTACHMENT 6 – KEY PERSONNEL PROPOSAL / RESUMES
- ATTACHMENT 7 – PROPOSED SUBCONTRACTORS
- ATTACHMENT 8 – LETTER OF INSURABILITY
- ATTACHMENT 9 – PRICING (**DO NOT SUBMIT WITH SOQ**)
- ATTACHMENT 10 - CONFIDENTIAL INFORMATION DESIGNATION (MUST SIGN)
- ATTACHMENT 11 – CONFORMANCE STATEMENTS
- ATTACHMENT 12 – CONFORMANCE STATEMENT SUPPLEMENTS (MUST SIGN)

ATTACHMENTS-NOT REQUIRED DOCUMENTS

- ATTACHMENT – SAMPLE CONTRACT

	<p>Request for Qualifications For Design Professional</p> <p>Solicitation No. BPM004132</p> <p>Description: ADOA On-Call Civil Engineering Services</p>	<p>Arizona Department of Administration General Services Division 1400 West Washington Street., Suite B200 Phoenix, AZ 85007</p>
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INSTRUCTIONS TO OFFERORS

1.0 DEFINITION OF TERMS:

As used in these Instructions, the terms listed below are defined as follows:

1.1 Attachment

“Attachment” means any item the Solicitation requires an Offeror to submit as part of the Offer.

1.2 Best and Final Offer

“Best and Final Offer” means a revision to an Offer submitted after negotiations are completed that contains the Offeror’s most favorable terms for price, service, and products to be delivered.

1.3 E-Procurement

“eProcurement (Electronic Procurement)” means conducting all or some of the procurement function over the Internet. Point, click, buy, and ship Internet technology is replacing paper-based procurement and supply management business processes. Elements of eProcurement also include Request for Qualifications, Request for Proposals, and Request for Quotations.

1.4 Offer

“Offer” means a response to a Solicitation.

1.5 Offeror

“Offeror” means a person who responds to a Solicitation.

1.6 Solicitation

“Solicitation” means a Request for Proposals (“IFB”), a Request for Technical Offers, a Request for Proposals (“RFP”), a Request for Quotations (“RFQ”), or any other invitation or request issued by the purchasing agency to invite a person to submit an offer.

1.7 Solicitation Amendment

“Solicitation Amendment” means a change to the Solicitation issued by the Procurement Officer.

2.0 INQUIRIES

2.1 Duty to Examine

It is the responsibility of each Offeror to examine the entire Solicitation, seek clarification in writing through the APP project specific Discussion Forum and examine its Offer for accuracy

	<h2 style="margin: 0;">Request for Qualifications For Design Professional</h2> <p style="margin: 0;">Solicitation No. BPM004132</p> <p style="margin: 0;">Description: ADOA On-Call Civil Engineering Services</p>	<p style="margin: 0;">Arizona Department of Administration General Services Division 1400 West Washington Street., Suite B200 Phoenix, AZ 85007</p>
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before submitting an Offer. Lack of care in preparing an Offer shall not be grounds for modifying or withdrawing the Offer after the Offer due date and time.

2.2 Solicitation Contact Person

Any inquiry related to a Solicitation, including any requests for or inquiries regarding standards referenced in the Solicitation shall be directed solely to the Procurement Officer.

2.3 Submission of Inquiries

All inquiries related to the Solicitation are required to be submitted in the State's eProcurement system. All responses to inquiries will be answered in the State's eProcurement system. Any inquiry related to the Solicitation should reference the appropriate solicitation page and paragraph number. Offerors are prohibited from contacting any state employee other than the Procurement Officer concerning the procurement while the solicitation and evaluation are in process.

2.4 Timeliness

Any inquiry or exception to the Solicitation shall be submitted as soon as possible for review and determination by the State. Failure to do so may result in the inquiry not being considered for a Solicitation Amendment.

2.5 No Right to Rely on Verbal or Electronic Mail Responses

An Offeror shall not rely on verbal or electronic mail responses to inquiries. A verbal or electronic mail reply to an inquiry does not constitute a modification of the solicitation.

2.6 Solicitation Amendments

The Solicitation shall only be modified by a Solicitation Amendment.

2.7 Pre-Submittal Conference

If a pre-submittal conference has been scheduled under the Solicitation, the date, time and location shall appear in the State's eProcurement system. Offerors should raise any questions about the Solicitation at that time. An Offeror may not rely on any verbal responses to questions at the conference. Material issues raised at the conference that result in changes to the Solicitation shall be answered solely through a Solicitation Amendment.

2.8 Persons with Disabilities

Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting the Procurement Officer. Requests shall be made as early as possible to allow time to arrange the accommodation.

All questions related to the content of this Request for Qualifications shall be submitted via the Q & A Discussion Forum function within the solicitation in APP. Inquiries received less than 72 hours prior to

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the bid opening date are not guaranteed to be answered before the offer due date and time. Only official solicitation amendments issued by the State Procurement Office through APP shall constitute a change to the solicitation requirements. Technical inquiries about submitting your offer in APP should be submitted to the APP Help Desk by phone at (602) 542-7600, option 2, or by email at app@azdoa.gov

3.0 OFFER PREPARATION

3.1 Electronic Documents

The Solicitation is provided in an electronic format. Offerors are responsible for clearly identifying any and all changes or modifications to any Solicitation documents upon submission to the State's eProcurement system. Any unidentified alteration or modification to any Solicitation, attachments, exhibits, forms, charts, or illustrations contained herein shall be null and void. Offeror's electronic files shall be submitted in a format acceptable to the State. Acceptable formats include .doc and .docx (Microsoft Word), .xls and .xlsx (Microsoft Excel), .ppt and .pptx (Microsoft PowerPoint) and .pdf (Adobe Acrobat). Offerors wishing to submit files in any other format shall submit an inquiry to the Procurement Officer.

3.2 Evidence of Intent to be bound

The Offer and Acceptance form within the Solicitation shall be submitted with the Offer in the State's eProcurement system and shall include a signature by a person authorized to sign the Offer. The signature shall signify the Offeror's intent to be bound by the Offer and the terms of the Solicitation and that the information provided is true, accurate, and complete. Failure to submit verifiable evidence of intent to be bound, such as a signature, shall result in rejection of the Offer.

3.3 Exceptions to RFQu Documents

3.3-A *Exceptions to the Terms and Conditions.*

All exceptions included with the Offer shall be submitted in the State's eProcurement system in a clearly identified separate section of the Offer in which the Offeror clearly identifies the specific paragraphs of the Solicitation where the exceptions occur. Any exceptions not included in such a section shall be without force and effect in any resulting Contract unless such exception is specifically accepted by the Procurement Officer in a written statement. The Offeror's preprinted or standard terms will not be considered by the State as a part of any resulting Contract.

3.3-B *Exceptions To Other Solicitation Documents*

An Offer that takes exception to a material requirement of any part of the Solicitation, including terms and conditions, shall be rejected.

	<p style="text-align: center;">Request for Qualifications For Design Professional</p> <p style="text-align: center;">Solicitation No. BPM004132</p> <p style="text-align: center;">Description: ADOA On-Call Civil Engineering Services</p>	<p style="text-align: center;">Arizona Department of Administration General Services Division 1400 West Washington Street., Suite B200 Phoenix, AZ 85007</p>
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3.3-C *Exceptions Affect Evaluation*

All exceptions that are contained in the Offer may negatively impact an Offeror's susceptibility for award. An Offer that takes exception to any material requirement of the solicitation may be rejected.

3.4 Subcontracts

Offeror shall clearly list any proposed subcontractors and the subcontractor's proposed responsibilities in the Offer.

3.5 Cost of Offer Preparation

The State will not reimburse any Offeror the cost of responding to a Solicitation.

3.6 Federal Excise Tax

The State is exempt from certain Federal Excise Tax on manufactured goods. Exemption Certificates will be provided by the State.

3.7 Provision of Tax Identification Numbers

Offerors are required to provide their Arizona Transaction Privilege Tax Number and/or Federal Tax Identification number in the space provided on the Offer and Acceptance form.

3.8 Employee Identification

Offeror agrees to provide an employee identification number or social security number to the State for the purposes of reporting to appropriate taxing authorities, monies paid by the State under this Contract. If the federal identifier of the Offeror is a social security number, this number is being requested solely for tax reporting purposes and will be shared only with appropriate state and federal officials. This submission is mandatory under 26 U.S.C. § 6041A.

3.9 Identification of Taxes in Offer

The State is subject to all applicable state and local transaction privilege taxes. All applicable taxes shall be identified as a separate item offered in the Solicitation. When applicable, the tax rate and amount shall be identified on the price sheet.

3.10 Disclosure

If the person submitting this Offer has been debarred, suspended or otherwise lawfully precluded from participating in any public procurement activity, including being disapproved as a subcontractor with any federal, state or local government, or if any such preclusion from participation from any public procurement activity is currently pending, the Offeror shall fully explain the circumstances relating to the preclusion or proposed preclusion in the Offer. The Offeror shall set forth the name and address of the governmental unit, the effective date of the suspension or debarment, the duration of the suspension or

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debarment, and the relevant circumstances relating to the suspension or debarment. If suspension or debarment is currently pending, a detailed description of all relevant circumstances including the details enumerated above shall be provided.

3.11 Delivery

Unless stated otherwise in the Solicitation, all prices shall be F.O.B. Destination and shall include all freight, delivery and unloading at the destination(s).

3.12 Federal Immigration and Nationality Act

By signing of the Offer, the Offeror warrants that both it and all proposed subcontractors are in compliance with federal immigration laws and regulations (FINA) relating to the immigration status of their employees. The State may, at its sole discretion require evidence of compliance during the evaluation process. Should the State request evidence of compliance, the Offeror shall have five days from receipt of the request to supply adequate information. Failure to comply with this instruction or failure to supply requested information within the timeframe specified shall result in the Offer not being considered for contract award.

4.0 SUBMISSION OF OFFER

4.1 Arizona Procurement Portal (APP)

Offers in response to this solicitation shall be submitted within the State's eProcurement system, APP (<https://appstate.az.gov>). Please be advised that utilizing APP requires a certain level of technical competency that should be considered when selecting staff to work in the system. The successful submission of your offer in APP is critical in order for the State to receive and evaluate your offer. Therefore, particular focus should be placed on the selection of staff given the responsibility for submitting your offer in APP. Offers shall be received before the date/time listed in the solicitation's 'Bid Opening Date' field. Offers submitted outside APP, or those that are received after the date/time stated in the 'Bid Opening Date' field, shall be rejected.

4.2 Offer Submission, Due Date and Time

Offerors responding to a Solicitation must submit the Offer electronically through the State's eProcurement system. Offers shall be received before the due date and time stated in the solicitation. Offers submitted outside of the State's eProcurement system or those that are received after the due date and time shall be rejected.

4.3 Offer and Acceptance

Offers shall include a signed Offer and Acceptance form. The Offer and Acceptance form shall be signed with a signature by the person authorized to sign the Offer, and shall be submitted in the State's eProcurement system with the Offer no later than the Solicitation

	<p style="text-align: center;">Request for Qualifications For Design Professional</p> <p style="text-align: center;">Solicitation No. BPM004132</p> <p style="text-align: center;">Description: ADOA On-Call Civil Engineering Services</p>	<p style="text-align: center;">Arizona Department of Administration General Services Division 1400 West Washington Street., Suite B200 Phoenix, AZ 85007</p>
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due date and time. Failure to return an Offer and Acceptance form may result in rejection of the Offer.

4.4 Solicitation Amendments

A Solicitation Amendment shall be acknowledged in the State’s eProcurement system no later than the Offer due date and time. Failure to acknowledge a Solicitation Amendment may result in rejection of the Offer.

4.5 Offer Amendment or Withdrawal

An Offer may not be amended or withdrawn after the Offer due date and time except as otherwise provided under applicable law.

4.6 Confidential Information

If an Offeror believes that any portion of an Offer, protest, or correspondence contains a trade secret or other proprietary information, the Offeror shall clearly designate the trade secret and other proprietary information, using the term “confidential.” An Offeror shall provide a statement detailing the reasons why the information should not be disclosed including the specific harm or prejudice that may arise upon disclosure. The Procurement Officer shall review all requests for confidentiality and provide a written determination. Until a written determination is made, a Procurement Officer shall not disclose information designated as confidential except to those individuals deemed to have a legitimate State interest. In the event the Procurement Officer denies the request for confidentiality, the Offeror may appeal the determination to the State Procurement Administrator within the time specified in the written determination. Contract terms and conditions, pricing, and information generally available to the public are not considered confidential information.

4.7 Public Record

All Offers submitted and opened are public records and must be retained by the State for six years. Offers shall be open and available to public inspection through the State’s eProcurement system after Contract award, except for such Offers deemed to be confidential by the State.

4.8 Non-collusion, Employment, and Services

By signing the Offer and Acceptance form or other official contract form, the Offeror certifies that:

- (1) The Offeror did not engage in collusion or other anti-competitive practices in connection with the preparation or submission of its Offer; and
- (1) The Offeror does not discriminate against any employee or applicant for employment or person to whom it provides services because of race, color, religion, sex, national

	<p style="text-align: center;">Request for Qualifications For Design Professional</p> <p style="text-align: center;">Solicitation No. BPM004132</p> <p style="text-align: center;">Description: ADOA On-Call Civil Engineering Services</p>	<p style="text-align: center;">Arizona Department of Administration General Services Division 1400 West Washington Street., Suite B200 Phoenix, AZ 85007</p>
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origin, or disability, and that it complies with an applicable federal, state, and local laws and executive orders regarding employment.

4.9 Content of Statement of Qualifications

4.9-A *Required Documents*

The submitted statement of qualifications shall include the following documents. Failure to submit all documents below according to instructions may have a negative impact on the evaluated score or result in the offer being determined non-responsive and therefore not susceptible for award.

- (1) Attachment 1 – Offer and Acceptance Form
- (2) Attachment 2 – Boycott of Israel Disclosure
- (3) Attachment 3 – Offeror Information Questionnaire
- (4) Attachment 4 - Method of Approach
- (5) Attachment 5 – Organizational Profile
- (6) Attachment 6 – Key Personnel Proposal / Resumes
- (7) Attachment 7 – Proposed Subcontractors
- (8) Attachment 8 – Letter of Insurability
- (9) Attachment 9 – Pricing (**Do Not Submit Pricing**)
- (10) Attachment 10 – Confidential Information Designation
- (11) Attachment 11 – Conformance Statements
- (12) Attachment 12 – Conformance Statement - Supplements

4.9-B *Pre-Printed Documents*

Any pre-printed documents required by this solicitation are located within this document and shall be completed in the format provided and according to any instructions contained within the document or elsewhere in these instructions. Offerors shall download all pre-printed documents, save the completed document to their computer, and upload completed documents as part of their submitted offer in APP. Excessive marketing attachments that are not requested in the documents listed below are discouraged.

4.9-C *Submission of Pricing*

Offeror shall not submit fees or hourly rate schedules with their statement of qualifications. **(With the exception of the \$1.00 pricing to satisfy the eProcurement System functionality)**

	<p style="text-align: center;">Request for Qualifications For Design Professional</p> <p style="text-align: center;">Solicitation No. BPM004132</p> <p style="text-align: center;">Description: ADOA On-Call Civil Engineering Services</p>	<p style="text-align: center;">Arizona Department of Administration General Services Division</p> <p style="text-align: center;">1400 West Washington Street., Suite B200 Phoenix, AZ 85007</p>
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5.0 EVALUATION

5.1 Opening

Supplemental to Instructions to Offerors paragraph 4.7, offers received by the due date and time will be opened online and the name of each Offeror will be publicly available. Offers will not be subject to public inspection until after contract award.

5.2 Selection Process

5.2-A *Selection Committee*

A Selection Committee will review the Statements of Qualifications and develop a final list with a minimum of three (3) and not more than ten (10) persons or firms.

5.2-A-(01) The Selection Committee may determine a 2nd round of Q&A worth up to 250 points if necessary to develop the final list with a minimum of three (3) and not more than ten (10) persons or firms.

5.2-B *Evaluation Criteria*

5.2-B-(01) Statement of Qualifications

(01) (a) Firms interested in providing services must submit a Statement of Qualifications (SOQ) that addresses the following evaluation criteria.

(01) (b) In accordance with A.R.S. § 41-2579, statements of qualifications will be evaluated based on the following evaluation criteria. The evaluation criteria and relative weight of the criteria will be used to determine the short list of persons or firms to be interviewed.

Information Questionnaire 250 points: Attachment – Offeror Information Questionnaire

Method 350 points: Attachment – Method Proposal

Experience and Capacity 400 points: Attachments – Organizational Profile and Key Personnel

5.2-C *Interviews*

5.2-C-(01) Interviews may be conducted with at least three (3) but not more than ten (10) persons or firms on the short list Based on the evaluation of the SOQs and shall form the Short List. Interview shall expand on the selection criteria listed in 5.2-B

	<p style="text-align: center;">Request for Qualifications For Design Professional</p> <p style="text-align: center;">Solicitation No. BPM004132</p> <p style="text-align: center;">Description: ADOA On-Call Civil Engineering Services</p>	<p style="text-align: center;">Arizona Department of Administration General Services Division</p> <p style="text-align: center;">1400 West Washington Street., Suite B200 Phoenix, AZ 85007</p>
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5.2-C-(03) The selection committee will select the persons or firms on the final list and their order on the final list solely through the results of the evaluation committee consensus process.

Interviews may be conducted either via video conference or in person and are estimated to be thirty to forty-five minutes in length. The proposed Design Professional key personnel and subcontractor(s) team are required to attend.

5.3 Cost is Not a Consideration

Fees, price, man-hours or any other cost information shall not be requested or considered at any point in the qualifications selection process, the selection of persons or firms to be on the final list, in determining the order of preference of persons or firms on the final list.

5.4 Clarifications

The State may request oral or written clarifications, including demonstrations or questions and answers, for the sole purpose of providing a greater understanding of the offer. Clarifications shall not otherwise afford the Offerors the opportunity to alter or make a material change in its offer.

5.5 Negotiations

The Procurement Officer may proceed to negotiate agreements for services, commemorated with an official (**Invitation to Negotiate**) sent to the highest ranked Submitters on the Final List. If the Procurement Officer is unable to negotiate a satisfactory agreement with a Submitter, for compensation and on other terms the Procurement Officer determines to be fair and reasonable, negotiations with that Submitter will be formally terminated. Once negotiations have been terminated with a Submitter, they may not be re-opened with that Submitter for this procurement.

5.6 Responsibility, Responsiveness, and Susceptibility

The State shall consider, at a minimum, the following criteria when determining Offeror’s responsibility, as well, as the statement of qualification’s responsiveness and susceptibility for contract award.

- (1) Whether the Offeror has had a contract within the last five (5) years that was terminated for cause due to breach or similar failure to comply with the terms of the contract;
- (2) Whether the Offeror’s record of performance includes factual evidence of failure to satisfy the terms of the Offeror’s agreements with any party to a contract. Factual evidence may consist of documented vendor performance reports, customer complaints and/or negative references;

	<p style="text-align: center;">Request for Qualifications For Design Professional</p> <p style="text-align: center;">Solicitation No. BPM004132</p> <p style="text-align: center;">Description: ADOA On-Call Civil Engineering Services</p>	<p style="text-align: center;">Arizona Department of Administration General Services Division 1400 West Washington Street., Suite B200 Phoenix, AZ 85007</p>
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- (3) Whether the Offeror is legally qualified to contract with the State and the Offeror's financial, business, personnel, or other resources, including subcontractors; This includes if the vendor or key personnel have been debarred, suspended or otherwise lawfully prohibited from participating in any public procurement activity, including but not limited to, being disapproved as a subcontractor of any public procurement unit or other governmental body;
- (4) Whether the Offeror promptly supplied all requested information concerning its responsibility;
- (5) Whether the Offer was sufficient to permit evaluation by the State, in accordance with the evaluation criteria identified in this Solicitation or other necessary offer components. Necessary offer components include: attachments, documents or forms to be submitted with the offer, an indication of the intent to be bound, reasonable or acceptable approach to perform the Scope of Work, acknowledged Solicitation Amendments, references to include experience verification, adequacy of financial/business/personal or other resources to include a performance bond and stability including subcontractors and any other data specifically requested in the Solicitation;
- (6) Whether the Offer was in conformance with the requirements contained in the Scope of Work, Terms and Conditions, and Instructions for the Solicitation including its Amendments and all documents incorporated by reference;
- (7) Whether the Offer limits the rights of the State;
- (8) Whether the Offer includes or is subject to unreasonable conditions, to include conditions upon the State necessary for successful Contract performance. The State shall be the sole determiner as to the reasonableness of a condition;
- (9) Whether the Offer materially changes the contents set forth in the Solicitation, which includes the Scope of Work, Terms and Conditions, or Instructions; and,
- (10) Whether the Offeror provides misleading or inaccurate information.

5.7 Financial Stability

The Offeror must be financially stable and able to substantiate the financial stability of its company. The State reserves the right to request additional documentation from the Offeror and to request reports on financial stability from independent financial rating services. If requested, current financial statements or other financial information deemed appropriate, must be provided within five (5) business days of request. The State reserves the right to reject any offer which does not demonstrate financial stability sufficient for the scope of this contract award.

	<p style="text-align: center;">Request for Qualifications For Design Professional</p> <p style="text-align: center;">Solicitation No. BPM004132</p> <p style="text-align: center;">Description: ADOA On-Call Civil Engineering Services</p>	<p style="text-align: center;">Arizona Department of Administration General Services Division 1400 West Washington Street., Suite B200 Phoenix, AZ 85007</p>
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5.8 Late Offers

An Offer submitted after the exact Offer due date and time shall be rejected.

5.9 Disqualifications

An Offeror (including each of its principals) who is currently debarred, suspended, or otherwise lawfully prohibited from any public procurement activity shall have its Offer rejected.

6.0 AWARD

6.1 Best Advantage to State

The state intends to enter into negotiations with the highest qualified person(s) or firm(s) on the final list.

6.2 Contract Document Consolidation

At its sole option, following any contract award(s) the State may consolidate the resulting contract documents. Examples of such consolidation would include (i) reorganizing solicitation documents and those components of the Design Professional's Offer not pertaining to the Contract's operation; or (ii) excluding any components of the Design Professional's Offer that were not awarded. Contract document consolidation shall not materially change the Contract.

6.3 Notice to Proceed

Design Professionals shall commence with the performance of the Contract upon award and the Offer and Acceptance Form signed by the Procurement Officer or other authorized representatives as set forth in the Contract. Prior to receiving an executed Task Order, Design Professionals shall not commence any billable activities in the performance of the Contract.

6.4 Evidence of Insurance Coverage

Prior to commencing services under any awarded Contract, successful Design Professional(s) shall provide and maintain during the entire term of an awarded Contract, a certificate of insurance indicating the coverage stated in the Special Terms and Conditions of this solicitation.

6.5 Contract Inception

An Offer does not constitute a Contract nor does it confer any rights on the Offeror to the award of a Contract. A Contract is not created until the Offer is accepted in writing by the Procurement Officer's signature on the Offer and Acceptance form. A notice of award or of the intent to award shall not constitute acceptance of the Offer.

	<p style="text-align: center;">Request for Qualifications For Design Professional</p> <p style="text-align: center;">Solicitation No. BPM004132</p> <p style="text-align: center;">Description: ADOA On-Call Civil Engineering Services</p>	<p style="text-align: center;">Arizona Department of Administration General Services Division 1400 West Washington Street., Suite B200 Phoenix, AZ 85007</p>
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6.6 Effective Date

The effective date of the Contract shall be the date that the Procurement Officer signs the Offer and Acceptance form or other official contract form, unless another date is specifically stated in the Contract.

7.0 PROTESTS

A protest shall comply with and be resolved according to Arizona Revised Statutes Title 41, Chapter 23, Article 9, and rules adopted thereunder. Protests shall be in writing and be filed with both the Procurement Officer of the purchasing agency and with the State Procurement Administrator. A protest of the Solicitation shall be received by the Procurement Officer before the Offer due date. A protest of a proposed award or of an award shall be filed within ten (10) days after the Procurement Officer makes the procurement file available for public inspection. A protest shall include:

- (1) The name, address, email address and telephone number of the interested party;
- (2) The signature of the interested party or its representative;
- (3) Identification of the purchasing agency and the Solicitation or Contract number;
- (4) A detailed statement of the legal and factual grounds of the protest including copies of relevant documents; and
- (5) The form of relief requested.

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	<p style="text-align: center;">Request for Qualifications For Design Professional</p> <p style="text-align: center;">Solicitation No. BPM004132</p> <p style="text-align: center;">Description: ADOA On-Call Civil Engineering Services</p>	<p style="text-align: center;">Arizona Department of Administration General Services Division</p> <p style="text-align: center;">1400 West Washington Street., Suite B200 Phoenix, AZ 85007</p>
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STATEMENT OF WORK

1.0 INTRODUCTION

The objective of the State is to engage qualified firms to fulfill the role of Civil Engineer Design Services for on-call contracts with an initial term of one-year and options for up to four annual renewals.

It is the intent of the State to award up to a maximum ten (10) contracts for civil engineering services. Contracts shall be utilized by all Eligible Agencies and Cooperative Members.

2.0 BACKGROUND

The State of Arizona Department of Administration, (ADOA) has elected to hire multiple firm(s) (Engineers) to provide civil engineering services for maintenance and capital improvements projects of varying size and complexity consisting of but not limited to buildings, streets, parks, water and wastewater.

Engineer will assist ADOA in developing standards for system design and performance.

All design and construction will be dependent on the level of funding available.

3.0 SCOPE REQUIREMENTS

3.1 General Requirements

3.1-A The projects will be directed by an Arizona Department of Administration (ADOA), General Services Division, Project Manager (PM), Eligible State Agencies and Cooperative Members on an as-needed negotiated fee basis. These fees will be based on the rates developed and accepted through this solicitation and award.

3.1-B The purpose of this Request for Qualifications (RFQu) is to obtain competitive Statements of Qualifications (SOQ) from qualified civil engineering firms. Services shall include, but not necessarily be limited to, civil engineering design services including inspection for compliance with the construction documents and applicable statutes and codes and other construction administration activities.

3.2 **Specific Requirements: The Design Professional shall provide full Design and Construction Administration services required including but not limited to the following:**

3.2-A Supporting Services

3.2-A-(01) Evaluation and documentation of as-built conditions.

	<h2 style="text-align: center;">Request for Qualifications For Design Professional</h2> <p style="text-align: center;">Solicitation No. BPM004132</p> <p style="text-align: center;">Description: ADOA On-Call Civil Engineering Services</p>	<p style="text-align: center;">Arizona Department of Administration General Services Division 1400 West Washington Street., Suite B200 Phoenix, AZ 85007</p>
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3.2-A-(02) Testing and investigation as required as a reimbursable service.

3.2-A-(03) Development of design standards for improvement and replacement of the state's building systems.

3.2-B Evaluation and Planning

3.2-B-(01) Assist in evaluation of existing systems and priorities for improvement and replacement.

3.2-B-(02) Assist in developing appropriate budgets for identified projects.

3.2-B-(03) Assist in determining schedule and phasing for identified projects.

3.2-C Design Services

3.2-C-(01) Conceptual designs and studies as required.

3.2-C-(02) Development of design standards.

3.2-C-(03) Schematic design with alternative approaches for owner consideration.

3.2-C-(04) Energy studies to assist owner in meeting energy conservation goals and current code requirements.

3.2-C-(05) Design Development including outline specifications developing upon the schematic design. Include a construction estimate and written life-cycle cost analysis for energy conservation features.

3.2-C-(06) Construction Documents conforming to all applicable codes and containing the appropriate level of detail for the project to be accurately bid and efficiently constructed, with an updated estimate of probable construction cost.

3.2-C-(07) Bidding assistance for competitively bid work or assistance in obtaining quotes from current state Job Order Contract vendors.

3.2-C-(08) Contract Administration and Construction Observation services as required to sufficiently warrant that the construction is accomplished in accordance with plans, specifications and codes.

3.3 Schedule for Solicitation

The following schedule has been prepared for this project.

Last Day to Submit Questions: January 4, 2022, 3:00 PM, Arizona Time

Statement of Qualifications Due: January 11, 2022, 3:00 PM, Arizona Time

Anticipated Interviews: Week of January 18, 2022

Anticipated Award: January 31, 2022

	<p style="text-align: center;">Request for Qualifications For Design Professional</p> <p style="text-align: center;">Solicitation No. BPM004132</p> <p style="text-align: center;">Description: ADOA On-Call Civil Engineering Services</p>	<p style="text-align: center;">Arizona Department of Administration General Services Division 1400 West Washington Street., Suite B200 Phoenix, AZ 85007</p>
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3.4 State of Arizona Statutory Review Requirements

- 3.4-A All design drawings and specifications will go through the State of Arizona Statutory Review Process which includes Code Compliance by a 3rd party plan review. Design Professional must be familiar with the International Energy Conservation Code IECC.
- 3.4-B Design Professional shall submit plans and specifications and changes thereof for the project to the General Services Division for statutory review and final approval. Design submittals shall be coordinated with the Project Manager.
- 3.4-C Plans and specifications one hundred (100) percent complete submitted for final statutory review shall be allowed one re-review to correct deficiencies. Any subsequent submission fees shall be paid by the The Design Professional firm in accordance with the Solicitation Performance Guarantee requirements. Plan Examiner re-review fee charges shall be deducted and reduce the Design Professional’s next monthly invoice amount due by the amount of the charge.
- 3.4-D Design Professional shall provide an electronic copy of all CADD design backgrounds created for this project to the Owner upon project closeout.

4.0 DESIGN PROFESSIONAL REQUIREMENTS

4.1 Licensing and Certifications

- 4.1-A Registration as a Professional Engineer in the State of Arizona for this work.

4.2 Specific Laws

- 4.2-A Applied use of International Code Council family of codes, the Americans with Disabilities Act, the National Electrical Code and all other applicable codes in Arizona. Design Professional shall review all applicable laws and codes in designing and preparing the construction documents.

	<h2 style="text-align: center;">Request for Qualifications For Design Professional</h2> <p style="text-align: center;">Solicitation No. BPM004132</p> <p style="text-align: center;">Description: ADOA On-Call Civil Engineering Services</p>	<p style="text-align: center;">Arizona Department of Administration General Services Division 1400 West Washington Street., Suite B200 Phoenix, AZ 85007</p>
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SPECIAL TERMS AND CONDITIONS

The Special Terms and Conditions modify the Uniform Terms and Conditions and its Appendices. It can modify them by replacing, deleting, appending to, or revising the text of an existing provision or by inserting a new paragraph into an existing article. No other document modifies or adds to the Uniform Terms and Conditions, except as may subsequently be otherwise and expressly agreed and incorporated by Contract Amendment.

1.0 Definition of Terms

As used in the Contract, the terms listed below are defined as follows:

1.1 Co-Op Buyer

“Co-Op Buyer” means a member of the State Purchasing Cooperative that has entered into a “Cooperative Purchasing Agreement” with the Arizona Department of Administration State Procurement Office under A.R.S. § 41-2632. Unless there is an applicable Cooperative Purchasing Agreement in effect at the time, a State Purchasing Cooperative member cannot be a Co-Op Buyer. For reference, “Co-Op Buyer” is to be construed as encompassing “eligible procurement unit” under A.A.C. R2-7-101(23).

NOTE: Membership in the State Purchasing Cooperative is open to all Arizona political subdivisions, including cities, counties, school districts, and special districts. Membership is also available to non-profit organizations, other state governments, the federal government and tribal nations. For reference, “non-profit organizations” are defined in A.R.S. § 41-2631(4) as any nonprofit corporation as designated by the IRS under section 501(c)(3) through 501(c)(6) of the tax code.

1.2 Eligible Agency

“Eligible Agency” means any State of Arizona department, agency, university, commission, or board.

2.0 Contract Interpretation

No modifications to uniform terms and conditions section

3.0 Contract Administration and Operation

3.1 Term of Contract

The term of the Contract will commence on the date indicated on the Acceptance and continue for a term not to exceed five (5) years unless canceled, terminated, or permissibly extended.

4.0 Costs and Payments

No modifications to uniform terms and conditions section

5.0 Contract Changes

No modifications to uniform terms and conditions section

6.0 Risk and Liability

6.1 Indemnification Clause

To the fullest extent permitted by law, Contractor shall defend, indemnify, and hold harmless the State of Arizona, and its departments, agencies, boards, commissions, universities, officers,

	<p style="text-align: center;">Request for Qualifications For Design Professional</p> <p style="text-align: center;">Solicitation No. BPM004132</p> <p style="text-align: center;">Description: ADOA On-Call Civil Engineering Services</p>	<p style="text-align: center;">Arizona Department of Administration General Services Division 1400 West Washington Street., Suite B200 Phoenix, AZ 85007</p>
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officials, agents, and employees (hereinafter referred to as “Indemnitee”) from and against any and all claims, actions, liabilities, damages, losses, or expenses (including court costs, attorneys’ fees, and costs of claim processing, investigation and litigation) (hereinafter referred to as “Claims”) for bodily injury or personal injury (including death), or loss or damage to tangible or intangible property caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of Contractor or any of its owners, officers, directors, agents, employees or subcontractors. This indemnity includes any claim or amount arising out of, or recovered under, the Workers’ Compensation Law or arising out of the failure of such Contractor to conform to any federal, state, or local law, statute, ordinance, rule, regulation, or court decree. It is the specific intention of the parties that the Indemnitee shall, in all instances, except for Claims arising solely from the negligent or willful acts or omissions of the Indemnitee, be indemnified by Contractor from and against any and all claims. It is agreed that Contractor will be responsible for primary loss investigation, defense, and judgment costs where this indemnification is applicable. In consideration of the award of this contract, the Contractor agrees to waive all rights of subrogation against the State of Arizona, its officers, officials, agents, and employees for losses arising from the work performed by the Contractor for the State of Arizona.

This indemnity shall not apply if the contractor or sub-contractor(s) is/are an agency, board, commission or university of the State of Arizona.

6.2 Insurance Requirements

- 6.2.1 Contractor and subcontractors shall procure and maintain, until all of their obligations have been discharged, including any warranty periods under this Contract, insurance against claims for injury to persons or damage to property arising from, or in connection with, the performance of the work hereunder by the Contractor, its agents, representatives, employees or subcontractors.
- 6.2.2 The Insurance Requirements herein are minimum requirements for this Contract and in no way limit the indemnity covenants contained in this Contract. The State of Arizona in no way warrants that the minimum limits contained herein are sufficient to protect the Contractor from liabilities that arise out of the performance of the work under this Contract by the Contractor, its agents, representatives, employees or subcontractors, and the Contractor is free to purchase additional insurance.

6.3 Minimum Scope and Limits of Insurance

Contractor shall provide coverage with limits of liability not less than those stated below.

6.3.1 Commercial General Liability (CGL) – Occurrence Form

Policy shall include bodily injury, property damage, and broad form contractual liability coverage.

- General Aggregate \$2,000,000
- Products – Completed Operations Aggregate \$1,000,000
- Personal and Advertising Injury \$1,000,000

	<h2 style="text-align: center;">Request for Qualifications For Design Professional</h2> <p style="text-align: center;">Solicitation No. BPM004132</p> <p style="text-align: center;">Description: ADOA On-Call Civil Engineering Services</p>	<p style="text-align: center;">Arizona Department of Administration General Services Division 1400 West Washington Street., Suite B200 Phoenix, AZ 85007</p>
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- Damage to Rented Premises \$50,000
- Each Occurrence \$1,000,000
- a. The policy shall be endorsed, as required by this written agreement, to include the State of Arizona, and its departments, agencies, boards, commissions, universities, officers, officials, agents, and employees as additional insured with respect to liability arising out of the activities performed by or on behalf of the Contractor.
- b. Policy shall contain a waiver of subrogation endorsement, as required by this written agreement, in favor of the State of Arizona, and its departments, agencies, boards, commissions, universities, officers, officials, agents, and employees for losses arising from work performed by or on behalf of the Contractor.

6.3.2 Business Automobile Liability

Bodily Injury and Property Damage for any owned, hired, and/or non-owned automobiles used in the performance of this Contract.

- Combined Single Limit (CSL) \$1,000,000
- a. Policy shall be endorsed, as required by this written agreement, to include the State of Arizona, and its departments, agencies, boards, commissions, universities, officers, officials, agents, and employees as additional insured with respect to liability arising out of the activities performed by, or on behalf of, the Contractor involving automobiles owned, hired and/or non-owned by the Contractor.
- b. Policy shall contain a waiver of subrogation endorsement as required by this written agreement in favor of the State of Arizona, and its departments, agencies, boards, commissions, universities, officers, officials, agents, and employees for losses arising from work performed by or on behalf of the Contractor.

6.3.3 Workers' Compensation and Employers' Liability

- Workers' Compensation Statutory
- Employers' Liability
 - Each Accident \$1,000,000
 - Disease – Each Employee \$1,000,000
 - Disease – Policy Limit \$1,000,000
- a. Policy shall contain a waiver of subrogation endorsement, as required by this written agreement, in favor of the State of Arizona, and its departments, agencies, boards, commissions, universities, officers, officials, agents, and employees for losses arising from work performed by or on behalf of the Contractor.
- b. This requirement shall not apply to each Contractor or subcontractor that is exempt under A.R.S. § 23-901, and when such Contractor or subcontractor executes the appropriate waiver form (Sole Proprietor or Independent Contractor).

	<h2 style="margin: 0;">Request for Qualifications For Design Professional</h2> <p style="margin: 0;">Solicitation No. BPM004132</p> <p style="margin: 0;">Description: ADOA On-Call Civil Engineering Services</p>	<p style="margin: 0;">Arizona Department of Administration General Services Division 1400 West Washington Street., Suite B200 Phoenix, AZ 85007</p>
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6.3.4 Professional Liability (Errors and Omissions Liability)

- Each Claim \$2,000,000
- Annual Aggregate \$2,000,000
- a. In the event that the Professional Liability insurance required by this Contract is written on a claims-made basis, Contractor warrants that any retroactive date under the policy shall precede the effective date of this Contract and, either continuous coverage will be maintained, or an extended discovery period will be exercised, for a period of two (2) years beginning at the time work under this Contract is completed.
- b. The policy shall cover professional misconduct or negligent acts for those positions defined in the Scope of Work of this contract.

6.4 Additional Insurance Requirements

The policies shall include, or be endorsed to include, as required by this written agreement, the following provisions:

- 6.4.1 The Contractor's policies, as applicable, shall stipulate that the insurance afforded the Contractor shall be primary and that any insurance carried by the Department, its agents, officials, employees or the State of Arizona shall be excess and not contributory insurance, as provided by A.R.S. § 41-621 (E).
- 6.4.2 Insurance provided by the Contractor shall not limit the Contractor's liability assumed under the indemnification provisions of this Contract.

6.5 Notice of Cancellation

Applicable to all insurance policies required within the Insurance Requirements of this Contract, Contractor's insurance shall not be permitted to expire, be suspended, be canceled, or be materially changed for any reason without thirty (30) days prior written notice to the State of Arizona. Within two (2) business days of receipt, Contractor must provide notice to the State of Arizona if they receive notice of a policy that has been or will be suspended, canceled, materially changed for any reason, has expired, or will be expiring. Such notice shall be sent directly to the Department and shall be mailed, emailed, hand delivered or sent by facsimile transmission to (State Representative's Name, Address & Fax Number).

6.6 Acceptability of Insurers

Contractor's insurance shall be placed with companies licensed in the State of Arizona or hold approved non-admitted status on the Arizona Department of Insurance List of Qualified Unauthorized Insurers. Insurers shall have an "A.M. Best" rating of not less than A- VII. The State of Arizona in no way warrants that the above-required minimum insurer rating is sufficient to protect the Contractor from potential insurer insolvency.

6.7 Verification of Coverage

Contractor shall furnish the State of Arizona with certificates of insurance (valid ACORD form or equivalent approved by the State of Arizona) evidencing that Contractor has the insurance as

	<p style="text-align: center;">Request for Qualifications For Design Professional</p> <p style="text-align: center;">Solicitation No. BPM004132</p> <p style="text-align: center;">Description: ADOA On-Call Civil Engineering Services</p>	<p style="text-align: center;">Arizona Department of Administration General Services Division 1400 West Washington Street., Suite B200 Phoenix, AZ 85007</p>
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required by this Contract. An authorized representative of the insurer shall sign the certificates.

- 6.7.1 All such certificates of insurance and policy endorsements must be received by the State before work commences. The State's receipt of any certificates of insurance or policy endorsements that do not comply with this written agreement shall not waive or otherwise affect the requirements of this agreement.
- 6.7.2 Each insurance policy required by this Contract must be in effect at, or prior to, commencement of work under this Contract. Failure to maintain the insurance policies as required by this Contract, or to provide evidence of renewal, is a material breach of contract.
- 6.7.3 All certificates required by this Contract shall be sent directly to the Department. The State of Arizona project/contract number and project description shall be noted on the certificate of insurance. The State of Arizona reserves the right to require complete copies of all insurance policies required by this Contract at any time.

6.8 Subcontractors

Contractor's certificate(s) shall include all subcontractors as insured under its policies or Contractor shall be responsible for ensuring and/or verifying that all subcontractors have valid and collectable insurance as evidenced by the certificates of insurance and endorsements for each subcontractor. All coverage for subcontractors shall be subject to the minimum Insurance Requirements identified above. The Department reserves the right to require, at any time throughout the life of this contract, proof from the Contractor that its subcontractors have the required coverage.

6.9 Approval and Modifications

The Contracting Agency, in consultation with State Risk, reserves the right to review or make modifications to the insurance limits, required coverage, or endorsements throughout the life of this contract, as deemed necessary. Such action will not require a formal Contract amendment but may be made by administrative action.

6.10 Exceptions

In the event the Contractor or subcontractor(s) is/are a public entity, then the Insurance Requirements shall not apply. Such public entity shall provide a certificate of self-insurance. If the Contractor or subcontractor(s) is/are a State of Arizona agency, board, commission, or university, none of the above shall apply.

7.0 Warranties

No modifications to uniform terms and conditions section.

8.0 State's Contractual Remedies

No modifications to uniform terms and conditions section

9.0 Contract Termination

No modifications to uniform terms and conditions section

	<p style="text-align: center;">Request for Qualifications For Design Professional</p> <p style="text-align: center;">Solicitation No. BPM004132</p> <p style="text-align: center;">Description: ADOA On-Call Civil Engineering Services</p>	<p style="text-align: center;">Arizona Department of Administration General Services Division 1400 West Washington Street., Suite B200 Phoenix, AZ 85007</p>
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10.0 Contract Claims

No modifications to uniform terms and conditions section.

11.0 Design Professional Responsibilities

No modifications to uniform terms and conditions section.

12.0 Agency Responsibilities

No modifications to uniform terms and conditions section.

13.0 Data and Information Handling

No modifications to uniform terms and conditions section.

14.0 Information Technology Work

14.1 Background Checks

Each of Contractor’s personnel who is an applicant for an information technology position must undergo the security clearance and background check procedure, which includes fingerprinting, as required by A.R.S § 41-710. Contractor shall obtain and pay for the security clearance and background check. Contractor personnel who will have administrator privileges on a State network must additionally provide identify and address verification and undergo State-specified training for unescorted access, confidentiality, privacy, and data security.

14.2 Systems and Controls

In consideration for State having agreed to permit Pass-Through Indemnities in lieu of direct indemnity, Contractor agrees to establish and keep in place systems and controls appropriate to ensure that State funds under this Contract are not knowingly used for the acquisition, operation, or maintenance of Materials or Services in violation of intellectual property laws or a third party’s intellectual property rights.

14.3 Section 508 Compliance

Unless specifically authorized in the Contract, any electronic or information technology offered to the State of Arizona under this Contract shall comply with A.R.S. § 18-131 and § 18-132 and Section 508 of the Rehabilitation Act of 1973, which requires that employees and members of the public shall have access to and use of information technology that is comparable to the access and use by employees and members of the public who are not individuals with disabilities.

14.4 Cloud Applications

The following are required for Contractor of any “cloud” solution that hosts State data outside of the State’s network, or transmits and/or receives State data.

1. Submit a completed Arizona Baseline Infrastructure Security Controls assessment spreadsheet as found at: <https://aset.az.gov/resources/policies-standards-and-procedures>, and mitigate or install compensating controls for any issues of concern identified by State. Contractor is required to provide any requested documentation supporting the review of the assessment. The assessment shall be re-validated on a minimum annual basis.

	<p style="text-align: center;">Request for Qualifications For Design Professional</p> <p style="text-align: center;">Solicitation No. BPM004132</p> <p style="text-align: center;">Description: ADOA On-Call Civil Engineering Services</p>	<p style="text-align: center;">Arizona Department of Administration General Services Division 1400 West Washington Street., Suite B200 Phoenix, AZ 85007</p>
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2. State reserves the right to conduct Penetration tests or hire a third party to conduct penetration tests of the Contractor’s application. Contractor will be alerted in advance and arrangements made for an agreeable time. Contractor shall respond to all serious flaws discovered by providing an acceptable timeframe to resolve the issue and/or implement a compensating control.
3. Contractor must submit copy of system logs from cloud system to State of AZ security team on a regular basis to be added to the State SIEM (Security Information Event Monitor) or IDS (Intrusion Detection System).

Contractor must employ a government-rated cloud compartment to better protect sensitive or regulated State data.

End of Section



Uniform Terms and
Conditions
Design Professional

10.19.20

UNIFORM TERMS AND CONDITIONS

TABLE OF CONTENTS:

1) DEFINITION OF TERMS..... 1
1.1. Additional Work 1
1.2. Agency..... 1
1.3. Agency Designated Representative 1
1.4. Allowance..... 1
1.5. Application for Progress Payment..... 1
1.6. Application for Final Payment..... 1
1.7. Arizona Procurement Code; A.R.S., A.A.C. 1
1.8. Arizona TPT 2
1.9. As-Builts 2
1.10. Attachment 2
1.11. Basic Work..... 2
1.12. Bidding Documents 2
1.13. Building Work..... 2
1.14. Change Order 3
1.15. Close Out Documents..... 3
1.16. Conditional Waiver of Lien..... 3
1.17. Construction..... 3
1.18. Construction Contract..... 3
1.19. Construction Contractor 4
1.20. Construction Documents 4
1.21. Contingency 4
1.22. Contract..... 4
1.23. Contract Amendment 4
1.24. Contract Cost..... 4
1.25. Contract Terms and Conditions 5
1.26. Contractor 5
1.27. Contractor Indemnitor 5
1.28. Cost 5
1.29. Cost of Work 5
1.30. Day 5
1.31. Design Change Notice 5
1.32. Design Professional 5
1.33. Design Professional Services 5
1.34. Design Professional Service Contract..... 6



Uniform Terms and Conditions Design Professional

10.19.20

1.35.	Design Requirements	6
1.36.	Drawings.....	6
1.37.	Estimated Project Construction Cost	6
1.38.	Excusable Delay.....	6
1.39.	Exhibit.....	6
1.40.	Field Order Directive	6
1.41.	Final Completion	6
1.42.	Final Completion Certificate.....	7
1.43.	Final Payment.....	7
1.44.	General Conditions of Contractor	7
1.45.	Gratuity	7
1.46.	Hazardous Waste; Release.....	7
1.47.	Hazardous Substance	8
1.48.	Hazardous Waste	8
1.49.	Indemnified Basic Claims	8
1.50.	Instructions to Offerors.....	8
1.51.	Materials	8
1.52.	Negotiation	8
1.53.	Notice to Cure	9
1.54.	Notice to Proceed	9
1.55.	Offer and Acceptance Form	9
1.56.	Part, Section; Exhibit	9
1.57.	Payment Bond.....	9
1.58.	Performance Bond	9
1.59.	Person	9
1.60.	Preconstruction Services.....	9
1.61.	Procurement Officer	9
1.62.	eProcurement System (currently APP)	10
1.63.	Product Data	10
1.64.	Project.....	10
1.65.	Change Order Request.....	10
1.66.	Punch List	10
1.67.	Record Documents.....	10
1.68.	Request for Information.....	10
1.69.	Reimbursable Expenses	11
1.70.	Samples	11
1.71.	Schedule.....	11
1.72.	Schedule of Values.....	11
1.73.	Scope of Work.....	11
1.74.	Secure Locations	12



Uniform Terms and Conditions Design Professional

10.19.20

- 1.75. Services 12
- 1.76. Shop Drawings..... 12
- 1.77. Site 12
- 1.78. Solicitation; Solicitation Documents 12
- 1.79. Special Terms and General Conditions 12
- 1.80. Specification..... 12
- 1.81. State 12
- 1.82. State Indemnitees 12
- 1.83. State Fiscal Year 13
- 1.84. Stipulated Sum (Fixed Price/Lump Sum)..... 13
- 1.85. Subconsultant 13
- 1.86. Subcontract 13
- 1.87. Subcontractor..... 13
- 1.88. Submittal Register 13
- 1.89. Substantial Completion 13
- 1.90. Unconditional Waiver of Lien..... 14
- 1.91. Uniform Terms and Conditions 14
- 1.92. Unit Price Work 14
- 1.93. Work..... 14
- 1.94. Progress Schedule 14
- 2.0 CONTRACT INTERPRETATION 14
 - 2.1 Arizona Law 14
 - 2.2 Contract Order of Precedence 14
 - 2.3 Implied Terms 15
 - 2.4 References to Statute 15
 - 2.5 Usage..... 15
 - 2.6 Independent Contractor 16
 - 2.7 Severability..... 16
 - 2.8 Complete Integration..... 16
 - 2.9 No Waiver of Rights 17
- 3.0 CONTRACT ADMINISTRATION AND OPERATION 17
 - 3.1. Term of Contract..... 17
 - 3.2. Contract Extensions 17
 - 3.3. Notices and Correspondence..... 17
 - 3.4. Contractor Performance Evaluation 18
 - 3.5. Signing of Contract Amendments 18
 - 3.6. Click-Through Terms and Conditions 18
 - 3.7. Books and Records..... 18
 - 3.8. Design Professional Licenses and Registration 19



Uniform Terms and Conditions Design Professional

10.19.20

- 3.9. Ownership of Intellectual Property..... 19
- 3.10. Subcontracts and Subconsultants 20
- 3.11. Non-Discrimination 21
- 3.12. E-Verify Requirements 21
- 3.13. Offshore Performance of Certain Work Prohibited 21
- 3.14. Other Contractors 21
- 3.15. Work on State Premises..... 22
- 3.16. Background Checks 22
- 3.17. Advertising, Publishing and Promotion of Contract..... 23
- 3.18. Inspection and Testing 23
- 4.0 COSTS AND PAYMENTS..... 23
 - 4.1. Additional Work 23
 - 4.2. Applicable Taxes..... 23
 - 4.3. Application for Progress Payment, Contractor 24
 - 4.4. Application for Payment Certification by Design Professional 26
 - 4.5. Automated Clearing House 26
 - 4.6. Availability of Funds 26
 - 4.7. Basis of Compensation; Design Professional 26
 - 4.8. Contracted Labor Rate 27
 - 4.9. Delay 27
 - 4.10. Equipment Rental..... 28
 - 4.11. Invoicing Requirements 28
 - 4.12. Interest..... 29
 - 4.13. Payment 29
 - 4.14. Project Suspension by Agency 30
 - 4.15. Recovery of Overpayment 30
 - 4.16. Reimbursable Expenses 30
 - 4.17. Standard Hourly Rate Basis for Work..... 30
 - 4.18. Stipulated Sum (Fixed Price/Lump Sum) Basis for Work 30
 - 4.19. Notification of Payments 30
- 5.0 CONTRACT CHANGES..... 31
 - 5.1. Assignments and Delegation..... 31
 - 5.2. Contract Amendments..... 31
 - 5.3. Unauthorized Contract Amendments or Orders are Void 31
 - 5.4. Change Orders..... 31
 - 5.5. Field Order Directive 32
 - 5.6. Minor Changes in the Work 33
 - 5.7. Claims 33



Uniform Terms and Conditions Design Professional

10.19.20

- 6.0 RISK AND LIABILITY 33
 - 6.1. Risk of Loss 33
 - 6.2. Basic Indemnification 33
 - 6.3. Patent and Copyright Indemnification 33
 - 6.4. Force Majeure 34
 - 6.5. Performance in Public Health Emergency..... 34
 - 6.6. Safety Standards 35
 - 6.7. Third Party Antitrust Violations..... 35
- 7.0 WARRANTIES 35
 - 7.1 Liens 35
 - 7.2 Guarantees and Warranties 35
 - 7.3 Contractor Personnel 35
 - 7.4 Intellectual Property 36
 - 7.5 Compliance with Laws..... 36
 - 7.6 100% Construction Documents..... 36
 - 7.7 Contracted Work, Errors and Omissions..... 36
 - 7.8 Licenses and Permits 37
 - 7.9 Operational Continuity..... 37
 - 7.10 Pandemic Contractual Performance 37
 - 7.11 Lobbying..... 37
 - 7.12 Survival of Warranties..... 38
 - 7.13 Waiver of the Statute of Repose 38
- 8.0 STATE'S CONTRACTUAL REMEDIES 38
 - 8.1 Agency's Right to Carry Out the Work 38
 - 8.2 Consequential Damages..... 38
 - 8.3 Nonconforming Tender..... 39
 - 8.4 Non-exclusive Remedies 39
 - 8.5 Right to Assurance 39
 - 8.6 Right of Offset 39
 - 8.7 Stop Work Order 39
- 9.0 CONTRACT TERMINATION 39
 - 9.1 Agency Failure to Perform 39
 - 9.2 Gratuities..... 39
 - 9.3 Notice to Cure 40
 - 9.4 Rights to Work Project 40
 - 9.5 Suspension or Debarment..... 40
 - 9.6 Termination for Conflict of Interest 40
 - 9.7 Termination for Convenience 40



Uniform Terms and Conditions Design Professional

10.19.20

9.8 Termination for Default 41

9.9 Work Performance Continuation Required 41

10.0 CONTRACT CLAIMS 41

 10.1 Claim Resolution 41

 10.2 Mandatory Arbitration 41

 10.3 Additional Parties to Arbitration 41

11.0 DESIGN PROFESSIONAL RESPONSIBILITIES 42

 11.1 Acceptance of Work 42

 11.2 Additional Work 42

 11.3 Agency Reviews and Approvals During Design 42

 11.4 Allowances 42

 11.5 As-Built Drawings 43

 11.6 Automatic Temperature Control Design 43

 11.7 Basic Work, Design Professional Services 43

 11.8 Bidding Phase 43

 11.9 Clean Up of Site 44

 11.10 Compliance with Codes 44

 11.11 Cooperation and Coordination 44

 11.12 Schedule 44

 11.13 Conformity of Work to Construction Documents Review 45

 11.14 Construction Cost Control 45

 11.15 Construction Safety 45

 11.16 Contractor Pre-Award Conference 46

 11.17 Construction Meetings 46

 11.18 Correction of Defects and Non-Compliant Work 46

 11.19 Demolition Plan 49

 11.20 Design Development 49

 11.21 Design Professional Agreements, Communication 49

 11.22 Design Schematics 49

 11.23 Energy Efficiency 49

 11.24 Examination of Site 49

 11.25 Forced Substitutions 50

 11.26 Inclement Weather Day 50

 11.27 Inspection and Material Testing 51

 11.28 Inspection of Work by Design Professional 52

 11.29 Issue Addenda 52

 11.30 Key Personnel 53

 11.31 Labor and Materials 53

 11.32 Life Cycle Cost Analysis 54



Uniform Terms and Conditions Design Professional

10.19.20

- 11.33 Management and Supervision of the Work, Design Professional Service 54
- 11.34 Meeting Minutes..... 54
- 11.35 Observations 54
- 11.36 Outline Specifications 55
- 11.37 Pre-Bid Conference Site Visit 55
- 11.38 Preconstruction Conference 55
- 11.39 Program and Budget Review..... 55
- 11.40 Project Closeout 55
- 11.41 Proposed Change Order Review 55
- 11.42 Proprietary Specifications 55
- 11.43 Quality Assurance 56
- 11.44 Record Documents..... 56
- 11.45 Requirements at Location 57
- 11.46 Schedule of Values 57
- 11.47 Shop Drawings, Product Data and Samples 57
- 11.48 Special Inspections and Testing 58
- 11.49 Specification Submittal Requirements; Design Professional 58
- 11.50 Statutory Review 58
- 11.51 Structural, Mechanical, Electrical, Calculations 59
- 11.52 Submittal Register..... 59
- 11.53 Substantial and Final Completion 59
- 11.54 Substitution of Material or Equipment..... 59
- 11.55 Supervision and Project Administration 60
- 11.56 Transition 60
- 11.57 Unknown, Unforeseen, or Concealed Conditions..... 60
- 11.58 Use of Seals; Design Professionals 61
- 11.59 Work Performance; Design Professional 61
- 12.0 AGENCY RESPONSIBILITIES 61
 - 12.1 Access to Work Site..... 61
 - 12.2 Accuracy of Information..... 61
 - 12.3 Budget 61
 - 12.4 Errors or Omissions 61
 - 12.5 Site Information 61
 - 12.6 Geotechnical Engineers..... 61
 - 12.7 Testing..... 61
 - 12.8 Communications 62
 - 12.9 Design Professional Agreements, Related Construction..... 62
 - 12.10 Promotional Materials 62
 - 12.11 Substitutions of Material 62



Uniform Terms and Conditions Design Professional

10.19.20

12.12	Timely Review	62
13.0	DATA AND INFORMATION HANDLING.....	62
13.1	Applicability.....	62
13.2	Data Protection and Confidentiality of Information	62
13.3	Personally Identifiable Information	62
13.4	Protected Health Information.....	63
14.0	INFORMATION TECHNOLOGY WORK.....	63
14.1	Applicability.....	63
14.2	Information Access.....	63
14.3	Pass-Through Indemnity	64
14.4	Redress of Infringement.....	64
14.5	First Party Liability Limitation.....	65
14.6	Information Technology Warranty.....	65
14.7	Specific Remedies	66



Uniform Terms and Conditions Design Professional

10.19.20

Uniform Terms and General Conditions Design Professional

1. DEFINITION OF TERMS	
As used in the Contract, the terms listed below are defined as follows:	
1.1. Additional Work	“Additional Work” means the addition of any Work, not described as Basic Work, to be provided to the Agency by the Design Professional that is contemplated by, but not specifically described in, an Exhibit to this Contract. Compensation for Additional Work must be approved through a Change Order or Contract Amendment.
1.2. Agency	“Agency” is used with the same meaning as “State” in definition below.
1.3. Agency Designated Representative	“Agency Designated Representative” means the assigned representative of the Agency to monitor the progress and Schedules of the Work for the Project.
1.4. Allowance	“Allowance” means construction funds established by the Agency to compensate for a portion of the Work which cannot sufficiently be specified or determined. The Contractor shall place any and all Allowances within separate line items in the Contractor’s Contract Cost at time of offer submission.
1.5. Application for Progress Payment	“Application for Progress Payment” means Contractor and/or Contractor’s monthly invoice request for payment that includes any and all portions of the Work in a Contract that have been completed and accepted by the Agency for which an invoice has not been previously submitted in accordance with the requirements of the Contract Documents. Progress Payments for Contractor Work approved and certified by the Contractor and Agency signature, shall be paid less deductions to pay the expenses the Agency reasonably expects to incur in correcting a deficiency set for in an Agency written finding in accordance with A.R.S. §41-2577, and retained percentage in accordance with A.R.S. §41-2576.
1.6. Application for Final Payment	“Application for Final Payment” means Construction Contractor’s final invoice for payment. The Application for Final Payment shall meet all the requirements of Applications for Payment, but shall also include any and all remaining open invoices under the Contract. After a Construction Contractor’s Application for Final Payment is approved by the Agency, the Agency shall not release any additional payments to that Construction Contractor under the Contract.
1.7. Arizona Procurement Code; A.R.S., A.A.C.	“Arizona Procurement Code” means, collectively, Arizona



Uniform Terms and Conditions Design Professional

10.19.20

	<p>Revised Statutes (abbreviated “A.R.S.”) Title 41 Chapter 23, Section 2501, <i>et seq.</i>, and the rules promulgated thereunder, Arizona Administrative Code (abbreviated “A.A.C.”) R2-7-101, <i>et seq.</i></p> <p>NOTE: There are frequent references to the Arizona Procurement Code throughout the Solicitation, therefore, you will need to be familiar with its provisions to be able to understand the Solicitation fully. Links for obtaining copies are given below.</p> <p>The Arizona Department of Administration State Procurement Office provides a reference compilation of the Arizona Procurement Code on its website:</p> <p>https://spo.az.gov/administration-policy/state-procurement-resource/procurement-regulations</p> <p>The Arizona State Legislature provides the official A.R.S. online at:</p> <p>http://www.azleg.gov/arstitle/</p> <p>The Office of the Arizona Secretary of State provides the official A.A.C. online at: http://www.azsos.gov/rules/arizona-administrative-code</p>
<p>1.8. Arizona TPT</p>	<p>“Arizona TPT” means Arizona Transaction Privilege Tax. For information, refer to the Arizona Department of Revenue (DOR) website at:</p> <p>https://www.azdor.gov/business/transactionprivilegetax.aspx</p>
<p>1.9. As-Builts</p>	<p>“As-builts” shall mean the marked-up version of the As-built Drawings and Specifications Contract Documents prepared by the Construction Contractor to record as-built conditions, current changes, and selections made during construction.</p>
<p>1.10. Attachment</p>	<p>“Attachment” means any item that the Offeror is required to submit as part of the provision of Services required to design or engineer or construct the Project, as detailed in Exhibit A.</p>
<p>1.11. Basic Work</p>	<p>“Basic Work” means the services to be provided to the Agency by the Design Professional described in an Exhibit.</p>
<p>1.12. Bidding Documents</p>	<p>"Bidding Documents" means those documents prepared and furnished by the Design Professional for the purpose of obtaining bids from Construction Contractors to construct the Work.</p>
<p>1.13. Building Work</p>	<p>“Building Work” means everything covered by the definitions</p>



Uniform Terms and Conditions Design Professional

10.19.20

	in A.R.S. § 41-2503 [Definitions] of the terms “construction” (para. 4), "maintenance services" (para. 26), and "operations services" (para. 28).
1.14. Change Order	“Change Order” means the instrument by which the Agency authorizes Construction Contractor to perform some or all of the Work, including but not limited, Construction Change Orders, Design Change Notices, and Field Order Directives. Consistent with A.R.S. § 41-2503(3), only the Procurement Officer responsible for this Contract has the authority to modify or amend this Contract through a signed Change Order or Contract Amendment. The Agency will only compensate Construction Contractor for Work that has been approved by the Agency through a fully authorized Change Order or Contract Amendment.
1.15. Close Out Documents	“Close Out Documents” means those items required by Exhibit M-Contractor Project Closeout, and as may be further defined, identified, and required by the Contract Documents.
1.16. Conditional Waiver of Lien	“Conditional Waiver of Lien” has the meaning defined in A.R.S §33-1008 which, for convenience of reference only, is a: Conditional Waiver and release on Progress Payment “where the claimant is required to execute a waiver and release in exchange for or in order to induce the payment of a progress payment and the claimant is not in fact paid in exchange for the waiver and release or a single payee check or joint payee check is given in exchange for the waiver and release”; and Conditional Waiver and release on Final Payment “where the claimant is required to execute a waiver and release in exchange for or in order to induce payment of a final payment and the claimant is not paid in exchange for the waiver and release or a single payee check or joint payee check is given in exchange for the waiver and release”.
1.17. Construction	“Construction” as defined in A.R.S. § 41-2503(4) means the process of building, altering, repairing, improving or demolishing any public structure or building or other public improvements of any kind to any real property in which the public has an interest.
1.18. Construction Contract	“Construction Contract” means any contract between the State and a Person that has or will engage in Construction Services for the benefit of the State.



Uniform Terms and Conditions Design Professional

10.19.20

1.19. Construction Contractor	“Construction Contractor” is a Person that has or had a contract with the State to engage in Construction Services for the benefit of the State.
1.20. Construction Documents	“Construction Documents” means any and all documents created by the Design Professionals that describe the Work in detail, including but not limited to, plans, specifications, revisions, addenda, and Change Orders, issued to build the project. Construction Documents created after the Contract is signed may be integrated into the Contract if, and only if, there is a properly executed Contract Amendment or Change Order to verify that integration.
1.21. Contingency	“Contingency” means an amount associated with Costs that were unforeseen by the Contractor when it submitted its offer which may be authorized by the Agency through a Change Order. Contractor may not proceed with Work on Contingencies without prior authorization from the Agency through a Field Order Directive or Change Order. The Agency will not compensate Contractor for unauthorized Contingency Work.
1.22. Contract	“Contract” means, collectively, the entire agreement between Agency and Design Professional and/or Construction Contractor, including all of the Contract Documents, the Acceptance, the Solicitation Documents, any and all authorized Change Orders, and any Contract Amendments. The Contract is identified as a “Purchase Order” in APP, since that is the terminology used in the software. The terms of this Contract are defined in this document alone. The use of different terminology, or the same terminology with a different meaning, in any State eProcurement system (including, but not limited to, APP) does not override any term in this Contract. The Design Professional and/or Construction Contractor should contact the relevant Procurement Officer if it has any questions regarding the meaning of terms in the State’s eProcurement system.
1.23. Contract Amendment	"Contract Amendment" means a document signed by Procurement Officer that has been issued for the purpose of making changes to the Contract after execution without changing the general scope. Only the Procurement Officer responsible for this Contract has the authority to modify or amend this Contract. The term “Change Order” in APP is synonymous with “Contract Amendment.”
1.24. Contract Cost	“Contract Cost” means the amount for which a Design Professional and/or Construction Contractor agrees to



Uniform Terms and Conditions Design Professional

10.19.20

	perform the Work as set forth in its Contract with the Agency.
1.25. Contract Terms and Conditions	“Contract Terms and Conditions” means the <u>Special Terms and General Conditions</u> and these Uniform Terms and General Conditions taken collectively.
1.26. Contractor	For the purpose of this Contract, “Contractor” refers to any Person who has entered into a Contract with the Agency, including, but not limited to, a Design Professional or Construction Contractor.
1.27. Contractor Indemnitor	“Contractor Indemnitor” means Contractor and/or any of its owners, officers, directors, agents, employees, or Subcontractor and/or Subconsultants and, if applicable, their respective spouses.
1.28. Cost	<ol style="list-style-type: none"> 1) “Cost” as defined by A.R.S. § 41-2571(2), means the aggregate Cost of all Materials and services, including labor performed by force account. The Agency shall only pay for expenses explicitly authorized as part of the Work under the Contract. 2) For any changes, subject to Markup, in the Work or additional charges sought by Construction Contractor under the contract, “Cost” shall only mean actual direct labor, material, and service Costs incurred by Construction Contractor at the construction site and which are necessary to complete the Work. Such Costs shall include those from subcontractors, vendors, and material suppliers. 3) Costs, for the purpose of this section, shall exclude markup for, including but not limited to, Costs incurred for general conditions, bonds, insurance, contingency, overhead or profit.
1.29. Cost of Work	“Cost of Work” means the sum of the Costs the Design Professional and/or Construction Contractor necessarily incurred and paid in the proper performance of the Work.
1.30. Day	“Day” means a calendar day unless otherwise specified in a particular context.
1.31. Design Change Notice	“Design Change Notice” refers to an agreement that records a change to the time for Work completion, price, and/or change in design after the initial completion of the design was reviewed and approved by the Statutory Review. The purpose of the Design Change Notice is to ensure: the changes are re-reviewed and approved by Statutory Review and the Procurement Officer; and the Contract Documents are revised in a manner that is consistent with the Design Requirements under the Contract.
1.32. Design Professional	“Design Professional” means the individual or firm with which the Agency has entered into a written Design Professional Services Contract.
1.33. Design Professional Services	“Design Professional Services” as defined in A.R.S. § 41-2571(4), means architect services, engineer services, land



Uniform Terms and Conditions Design Professional

10.19.20

	surveying services, geologist services or landscape architect services or any combination of those services performed by or under the supervision of a Design Professional or employees or Subconsultants of the Design Professional.
1.34. Design Professional Service Contract	“Design Professional Service Contract” shall be the executed Exhibit A
1.35. Design Requirements	<p>"Design Requirements" means, at a minimum, the purchasing Agency's written description of the Work by the Design Professional including: the required features, functions, characteristics, qualities and properties; the anticipated Schedules, including start, duration and completion; and estimated budgets applicable to the specific procurement for design and Construction and, if applicable, for operation and maintenance and plans and specification for the project.</p> <p>“Design requirements” may also include the following, at the purchasing Agency’s discretion: Drawings and other documents illustrating the scale and relationship of the features, functions and characteristics of the project, which shall all be prepared by a design professional who is registered pursuant to A.R.S. § 32-121; and/or additional design information or documents.</p>
1.36. Drawings	“Drawing” means the Work product of the Design Professional which graphically depicts the Work.
1.37. Estimated Project Construction Cost	“Estimated Project Construction Cost” shall mean Design Professional's written estimate in the form specified by the Agency of the total Construction Cost of the Project at the various stages of the design process.
1.38. Excusable Delay	“Excusable Delay” means a delay to the Schedules approved by the Agency and Design Professional through a Change Order that entitles the Construction Contractor to an adjustment of the Contract time for Substantial Completion, but not an adjustment of the Contract Cost.
1.39. Exhibit	“Exhibit” means any item labeled as an Exhibit in the Solicitation or placed in the Exhibits section of the Contract Documents.
1.40. Field Order Directive	“Field Order Directive” refers to written directives used in advance of a Construction Change Order, as more specifically prescribed in these Uniform Terms and General Conditions.
1.41. Final Completion	“Final Completion” means the date upon which the Work is complete in accordance with the terms and conditions of the Contract, including punch list items. The date of Final



Uniform Terms and Conditions Design Professional

10.19.20

	Completion shall be set by the Agency as a certain number of days after Substantial Completion. Any additional or supplemental Work after this date due to Construction Contractor error or omission shall be completed by the Construction Contractor without additional compensation.
1.42. Final Completion Certificate	The “Final Completion Certificate-Exhibit L” is the certificate issued by the Design Professional and/or the Agency Designated Representative that documents, to the best of the Design Professional’s and/or the Agency Designated Representative’s knowledge and understanding, that Construction Contractor has completed all Work required by the Contract Documents, including, but not limited to: all of the Punch List items and pre-final Punch List items for which it is responsible; final cleanup; and Construction Contractor’s provision of Record Documents, operations manuals, maintenance manuals, and any and all other Close Out Documents required by the Contract Documents and list on Exhibit M-Contractor Project Closeout.
1.43. Final Payment	“Final Payment” means the last and final monetary compensation the Agency will make to Construction Contractor for any portion of the Project including any Work that has been completed and accepted for which payment has not been made, amounts owing to adjustments to the final Contract Sum resulting from approved Change Orders, and release of Construction Contractor’s retainage if any.
1.44. General Conditions of Contractor	“General Conditions of Contractor” means the Construction Contractor’s resources, equipment, and items used by the Construction Contractor in the Work of the Project that is used to complete the Project. The General Conditions Fee will be based on actual itemized, documented Cost.
1.45. Gratuity	“Gratuity” means a payment, loan, subscription, advance, deposit of money, services, or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value is received.
1.46. Hazardous Waste; Release	“Release” means any discharging, disposing, dumping, emitting, emptying, escaping, injecting, leaching, leaking, pouring, pumping, releasing, spilling, or similar action or event. “Construction Contractor Hazardous Waste Release” means any Release of a Hazardous Substance on Agency’s property or adjoining property during the Work arising, in whole or in part, from acts or omissions of Construction Contractor or any Subcontractor.



Uniform Terms and Conditions Design Professional

10.19.20

1.47. Hazardous Substance	<p>“Hazardous Substance” means a substance, material or hazardous waste which, by reason of being explosive, flammable, poisonous, corrosive, oxidizing, irritating or otherwise harmful, is likely to cause death or injury.</p>
1.48. Hazardous Waste	<p>“Hazardous Waste” means “hazardous waste”, as defined in the Resource Conversation and Recovery Act of 1976 and the Solid Waste Disposal Act (42 U.S.C. 6901 et seq.) and any successor statutes and any regulations, rules or guidelines promulgated pursuant thereto as in effect from time to time (including, without limitation, any such waste resulting from removal of, demolition or modifications of or additions to part or all of any existing structure, facility or equipment).</p> <p>“Contractor Hazardous Waste” means any Hazardous Waste arising during or from Work that is generated, in whole or in part, by the acts or omissions of Construction Contractor or a Subcontractor and/or Subconsultants.</p>
1.49. Indemnified Basic Claims	<p>“Indemnified Basic Claims” means any and all claims, actions, liabilities, damages, losses, or expenses, including court Costs, expert fees, attorneys’ fees, and Costs of claim processing, investigation and litigation, for any and all damage or equitable claims made against the Agency, including, but not limited to, personal injuries, death, property damages (real, personal, tangible or intangible), and injunctive relief. See paragraph 6.2.</p>
1.50. Instructions to Offerors	<p>“Instructions to Offerors” is part of the Solicitation Documents.</p>
1.51. Materials	<p>“Materials” means, as defined in A.R.S. § 41-2503(7) “all property, including equipment, supplies, printing, insurance, and leases of property [but] does not include land, a permanent interest in land or real property or leasing space.”</p> <p>“Materials” includes software, unless the software is sold or provided as a service under the Contract. Software sold or provided as a service under the Contract is both a Material (to the extent it consists of encoded information or computer instructions) and a service, as described in “Services”.</p>
1.52. Negotiation	<p>“Negotiation” means, as defined in A.A.C. R2-7-101(32), an exchange or series of exchanges between the Agency and an offeror or Design Professional and/or Construction Contractor that allows the Agency or the offeror or Design Professional and/or Construction Contractor to revise an offer or Contract, unless revision is specifically prohibited by the Arizona Procurement Code.</p>



Uniform Terms and Conditions Design Professional

10.19.20

1.53. Notice to Cure	“Notice to Cure” means a written letter from a Procurement Officer to cure an event of default and/or an anticipatory breach of Contract setting forth a time limit in which the cure is to be completed or commenced and diligently prosecuted.
1.54. Notice to Proceed	“Notice to Proceed” means the written document from the Project Manager, by letter or email, informing Design Professional and/or Construction Contractor of the date designated as the date of commencement of construction and the date of Substantial Completion.
1.55. Offer and Acceptance Form	“Offer and Acceptance Form” means the document bearing the State Contract number once Procurement Officer has signed it to signify (a) Agency’s formal acceptance of the negotiated offer from the Design Professional and (b) the formation of the Contract. For clarity of intent, the foregoing is not to be confused with the term “acceptance” used throughout the Contract in the context of delivery, inspection, etc., with respect to Materials or Services.
1.56. Part, Section; Exhibit	“Part,” “Section,” and “Exhibit” are each defined in the <u>Instructions to Offerors</u> .
1.57. Payment Bond	“Payment Bond” means a bond issued by a surety authorized to transact business in this State, issued in the amount for the Contract Cost and is payable to Agency, solely for the protection and use of payment bond beneficiaries pursuant to A.R.S. § 41-2574.
1.58. Performance Bond	“Performance Bond” means a bond issued by a surety authorized to transact business in this State, issued in the amount for the Contract Cost and is payable to State, to guarantee the faithful performance of the Work by the Construction Contractor in accordance with the Contract Documents pursuant to A.R.S. § 41-2574.
1.59. Person	“Person” means any corporation, business, individual, firm, partnership, association, union, committee, club, or other organization or group of individuals.
1.60. Preconstruction Services	“Preconstruction Services” means services and other activities during the design phase.
1.61. Procurement Officer	“Procurement Officer” means the person, or his or her designee, who has been duly authorized by Agency to enter into and administer the Contract and to make written determinations with respect to the Contract. Procurement Officer is as identified on the Acceptance unless subsequently changed by Contract Amendment.



Uniform Terms and Conditions Design Professional

10.19.20

1.62. eProcurement System (currently APP)	1) "eProcurement System" means the State's official electronic procurement system, established pursuant to A.A.C. R2-7-201, as set forth in the Arizona Department of Administration ("ADOA") State Procurement Office policy. This eProcurement System may be subject to change. The State's current eProcurement system is "APP." The current version of the ADOA policy regarding the State's eProcurement System is <i>Technical Bulletin No. 020, APP – The Official State eProcurement System</i> . 2) NOTE (1): Technical Bulletin No. 020 is available online at: https://spo.az.gov/administration-policy/state-procurement-resource/procurement-regulations 3) NOTE (2): The URL for APP itself is: https://appstate.az.gov/
1.63. Product Data	"Product Data" means illustrations, Schedules, performance charts, instructions, brochures, diagrams and other information furnished by the Design Professional and/or Construction Contractor to illustrate Materials or equipment for some portion of the Work.
1.64. Project	"Project" means any and all activities necessary for realization of the Work. This includes but is not limited to design, Contract award(s), execution of the Work itself, and fulfillment of all Contract and warranty obligations.
1.65. Change Order Request	"Change Order Request" means a document that informs Agency of a proposed change in the Work and appropriately describes or otherwise documents such change including Construction Contractor(s)'s response of pricing for the requested change.
1.66. Punch List	"Punch List" means a list of items of Work to be completed or corrected by Construction Contractor after Substantial Completion. Punch Lists indicate items to be finished, remaining Work to be performed, or minor Work that does not meet quality or quantity requirements as required in the Contract Documents.
1.67. Record Documents	The term "Record Documents" shall mean those documents including, but not limited to, the updated version of the Construction Documents prepared by the Design Professional incorporating any Attachments, Exhibits, Change Orders, and information from the As-Builts and other data furnished by Construction Contractors to the Design Professional.
1.68. Request for Information	"Request for Information" (RFI) means a written request by Construction Contractor directed to Design Professional or Agency Designated Representative for a clarification of the information provided in the Contract Documents or direction concerning information necessary to perform the Work that



Uniform Terms and Conditions Design Professional

10.19.20

	may be omitted or unclear from the Contract Documents.
1.69. Reimbursable Expenses	<p>“Reimbursable Expenses” means a limited range of direct, actual Costs approved by the Agency for which the Design Professional can receive compensation under the Contract for amounts expended in the interest of the Project. Unless otherwise detailed in the Scope of Work or limited by other State policies, and subject to review and approval by the Agency, the following, and only the following, are the categories of Costs which may be Reimbursable Expenses:</p> <p>Subject to the Cost limitation of the State of Arizona Travel Policy, transportation Costs accrued in furtherance of Work and under the Contract and Agency authorized out-of-town travel and subsistence;</p> <p>Fees paid to governmental entities that ensure State compliance with any applicable laws or codes;</p> <p>Costs paid toward reproduction, plots, standard form documents, postal charges;</p> <p>If requested and approved by the Agency, Costs paid for surveys, requests and special requests.</p> <p>Design Professional shall not exceed the approved Reimbursable Expense amount stated in the Contract without prior written approval of the Agency through a Contract Amendment.</p>
1.70. Samples	<p>“Samples” mean representative physical examples of Materials, equipment, or workmanship used to confirm compliance with requirements and/or to establish standards for use in execution of the Work.</p>
1.71. Schedule	<p>“Schedule” means the timetable which sets forth pertinent milestones, reviews, critical path of activities and other deadlines for timely completion of the Work for the Project prepared by Design Professional or Construction Contractor and accepted by Agency. The Schedule shall not exceed the time limit current under the Contract Documents unless approved by Agency through a Contract Amendment.</p>
1.72. Schedule of Values	<p>“Schedule of Values” means the detailed breakdown of the original Contract Cost for the Materials, labor, and equipment necessary to accomplish the Design and/or Construction Work.</p>
1.73. Scope of Work	<p>“Scope of Work” means the Requirements Document of the Solicitation Documents. Scope of Work is inclusive of the Project program for design Work and the Construction</p>



Uniform Terms and Conditions Design Professional

10.19.20

	Documents for performance of the construction Work.
1.74. Secure Locations	“Secure Locations” means those buildings and grounds (Sites) that require specific security-related criteria where access to the Work Site or the Site’s daily operations negatively affects the Construction Contractor’s productivity on a daily basis.
1.75. Services	“Services” as defined in A.R.S. § 41-2503(35), means “the furnishing of labor, time, or effort by [the] [C]ontractor or [S]ubcontractor which does not involve the delivery of a specific end product other than required reports and performance [but] does not include employment agreements or collective bargaining agreements.” Services includes Building Work and the service aspects of software described in “Materials”
1.76. Shop Drawings	“Shop Drawings” mean the drawings, diagrams, illustrations, Schedules, performance charts, brochures, and other data prepared by Construction Contractor or its Subcontractors which detail a portion of the Work.
1.77. Site	“Site” means the geographical location of the Work for the Project.
1.78. Solicitation; Solicitation Documents	“Solicitation” and “Solicitation Documents” are defined in the <u>Instructions to Offerors</u> .
1.79. Special Terms and General Conditions	“Special Terms and General Conditions” are contained in the Solicitation Documents.
1.80. Specification	“Specification” has the meaning given in A.R.S. § 41-2561, which, for convenience of reference only, is “... any description of the physical or functional characteristics, or of the nature of a material, service or construction item. Specification may include a description of any requirement for inspecting, testing or preparing a material, service or construction item for delivery.” Specifications (if any are included in the Contract), are indexed in the <u>Scope of Work</u> and could be bound separately from the other documents forming the Contract.
1.81. State	With respect to the Contract generally, “State” means the State of Arizona and its department, agency, university, commission, or board that has executed the Contract. With respect to administration or rights, remedies, obligations and duties under the Contract for a given Order, “State” means each eligible Agency who has issued the Order.
1.82. State Indemnitees	“State Indemnitees” means, collectively, the State of Arizona, its departments, agencies, universities, commissions, and



Uniform Terms and Conditions Design Professional

10.19.20

	boards and, and their respective officers, agents, and employees.
1.83. State Fiscal Year	“State Fiscal Year” means the period beginning each July 1 and ending each June 30.
1.84. Stipulated Sum (Fixed Price/Lump Sum)	“Stipulated Sum (Fixed Price/Lump Sum)” means the complete and total amount the Construction Contractor is obligated to complete the Work barring unforeseen conditions, Agency change to the Scope of Work, or other circumstances set forth in the Contract.
1.85. Subconsultant	“Subconsultant” as defined in A.R.S. § 41-2571, means any person, firm, partnership, corporation, association or other organization, or a combination of any of them, that has a direct Contract with Design Professional or another Subconsultant to perform a portion of the Work.
1.86. Subcontract	“Subcontract” means any contract, express or implied, between Contractor and another party or between a Subcontractor and/or Subconsultant and another party delegating or assigning, in whole or in part, the making or furnishing of any Materials, the performing of any Services, or the carrying out of any other aspect of the Work.
1.87. Subcontractor	“Subcontractor” as defined in A.R.S. § 41-2503(38), is “... a person who contracts to perform Work or render service to ... [C]ontractor or to another [S]ubcontractor as a part of a Contract with an Agency governmental unit . . .” The Contract is to be construed as “a Contract with a Agency governmental unit” for purposes of the definition. Any Person carrying out an element of the Work who is neither a Contractor nor a representative of the State is a Subcontractor from the moment that Person first carries out that element of the Work, regardless of whether a Contract exists between that Person and the Contractor, then or subsequently.
1.88. Submittal Register	“Submittal Register” means a list provided by Construction Contractor of all items to be furnished for review and approval by Design Professional and/or Agency and as identified in the Contract Documents including submittal dates.
1.89. Substantial Completion	“Substantial Completion” means the date determined and certified by the Design Professional’s and/or Agency Designated Representative’s signature, when the Work, or a designated portion thereof, is sufficiently complete, in accordance with the Contract, so as to be operational, fit for the use intended, and so the Agency may occupy the Work.



Uniform Terms and Conditions Design Professional

10.19.20

<p>1.90. Unconditional Waiver of Lien</p>	<p>“Unconditional Waiver of Lien” has the meaning defined in A.R.S. §33-1008. An Unconditional Waiver of Lien on Progress Payment is “where the claimant is required to execute a waiver and release in exchange for or in order to induce the payment of a Progress Payment and the claimant asserts in the waiver that it has been paid the Progress Payment”. Unconditional Waiver of Lien on Final Payment is “where the claimant is required to execute a waiver and release in exchange for or in order to induce payment of a Final Payment and the claimant asserts in the waiver that it has been paid the Final Payment”.</p>
<p>1.91. Uniform Terms and Conditions</p>	<p>The “Uniform Terms and General Conditions” are made up of this document and whichever of the <u>Appendices</u> are indicated in the <u>Special Terms and General Conditions</u> as being applicable.</p>
<p>1.92. Unit Price Work</p>	<p>“Unit Price Work” means the Work, or a portion of the Work, paid for based on incremental units of measurement.</p>
<p>1.93. Work</p>	<p>“Work” means the totality of the Materials and the Services and all the acts of administration, creation, production, and performance necessary to fulfill and incidental to fulfilling all of Contractor(s)’s obligations and duties under the Contract in conformance with the Contract and applicable laws. "Work" shall refer to any and all authorized Basic and/or Additional Work.</p>
<p>1.94. Progress Schedule</p>	<p>“Progress Schedule” means the continually updated time Schedule prepared and monitored by Construction Contractor that accurately indicates all necessary appropriate revisions as required by the conditions of the Work and the Project while maintaining a concise comparison to the overall Schedule.</p>
<p>2.0 Contract Interpretation</p>	
<p>2.1 Arizona Law</p>	<p>The Contract is governed by, and is to be interpreted in accordance with, the laws of the State of Arizona, including, but not limited to the Arizona Procurement Code, without consideration of conflict of laws principles.</p>
<p>2.2 Contract Order of Precedence</p>	<p>1) COMPLEMENTARY DOCUMENTS. All of the documents forming the Contract are complementary and all provisions are to be interpreted as a single, united contract. If certain Work, requirements, obligations, or duties are set out only in one but not in another, Construction Contractor shall carry out the Work as though the relevant Work, requirements, obligations, or duties had been fully described in all, consistent with the</p>



Uniform Terms and Conditions Design Professional

10.19.20

	<p>other documents forming the Contract and as is reasonably inferable from them as being necessary to produce complete results.</p> <p>2) CONFLICTS. In case of any inconsistency, conflict, or ambiguity among the documents forming the Contract and their provisions, Contractor shall i) provide the better quality or greater quantity of Work or ii) comply with the more stringent requirements. If the foregoing requirements do not resolve the issue of inconsistency, conflict, or ambiguity, then the following contract documents and their provisions are to prevail in the following order, descending from most dominate to most subordinate, provided that, among categories of documents or provisions within the same sub-section below, the document or provision with the latest date prevails; information being identified in one document but not in another is not to be considered a conflict or inconsistency:</p> <ul style="list-style-type: none"> a) Change Orders, in reverse chronological order; b) Solicitation Documents, in this order: <ul style="list-style-type: none"> i) Special Terms and Conditions; ii) Exhibits to the Special Terms and Conditions; iii) Federal Terms and Conditions (for any Projects with federal funding) iv) Uniform Terms and Conditions; v) Scope of Work; vi) Exhibits to the Scope of Work; and vii) Any other documents referenced or included in the Solicitation; c) Accepted Offer d) Any Contract created as a result of an IGA and Project Proposal including Task Orders, Attachments, Exhibits, and Schedules created as part of, or under any Contract; e) Design Requirements; <ul style="list-style-type: none"> i) Specifications ii) Drawings (given dimensions take precedence over scaled measurements); f) Notice to Proceed; and g) Schedule
2.3 Implied Terms	Each provision of law and any terms required by law to be in the Contract are a part of the Contract as if fully stated in it.
2.4 References to Statute	The above Definitions of Terms includes statutory language for convenience. If any definition in the Contract references a statute without modification, the current statutory language, not the stated definition in the Contract, will take priority in any interpretation of the Contract.
2.5 Usage	<p>1) Where the Contract:</p> <ul style="list-style-type: none"> a) Assigns obligations to the Design Professional, any reference to “Design Professional” is to be construed to be a reference to “Design Professional” and all Subconsultants and/or Subcontractors whether or not they are first-tier, suppliers, sub-



Uniform Terms and Conditions Design Professional

10.19.20

	<p>suppliers, consultants, or sub-consultants, as well as all of Design Professional’s and the Subconsultant’s and/or Subcontractor’s respective agents, representatives, and employees” in every instance unless the context plainly requires that it is a reference only to Design Professional as apart from Subconsultants and/or Subcontractors;</p> <ul style="list-style-type: none"> b) Uses the permissive “may” with respect to a party’s actions, determinations, etc., the term is to be interpreted as in A.A.C. R2-7-101(31) [Definitions]. For clarity of intent, any right given to State using “State may” or a like construction, denotes discretion and freedom to act so far as any regulatory or operative constraints permit in the relevant circumstances, provided that the State’s discretion extends to whatever is in the best interest of the State; c) Uses the imperative “shall” with respect to a party’s actions, duties, etc., the term is to be interpreted as in A.A.C. R2-7-101(43) [Definitions]. Conversely, the phrase “shall not” is to be interpreted as an imperative prohibition; d) Uses the term “must” with respect to a requirement, criterion, etc., the term is to be interpreted as conveying compulsion or strict necessity, and is to be read as though written “must, if [the subject] is to be entitled to have [the object] considered or credited as being compliant with, conforming to, or satisfying [the requirement, criterion, constraint, etc.], otherwise, [the object] will be considered or debited as being non-compliant, non-conforming, or unsatisfactory for its Contract-related purposes” in every instance; e) Uses the term “might” with respect to an event, outcome, action, etc., the term is to be interpreted as conveying contingency or non-discretionary conditionality; and f) Uses the term “will” or the phrases “is to be” or “are to be” with respect to an event, outcome, action, etc., the term or phrase is to be interpreted as conveying such certainty or imperativeness that “shall” is either unnecessary or irrelevant in that instance.
2.6 Independent Contractor	Design Professional is an Independent Contractor and shall act in an independent capacity in performance under the Contract. Neither party is or is to be construed as being to be the employee or agent of the other party, and no action, inaction, event, or circumstance will be grounds for deeming it to be so.
2.7 Severability	The provisions of this Contract are severable to the extent allowed under Arizona contract law. Any term or condition deemed or adjudged illegal or invalid is thereby stricken from the Contract and will not affect any other term or condition of the Contract.
2.8 Complete Integration	The Contract, including any documents incorporated into the Contract by reference and any authorized Contract Amendments and Change Orders, is intended by the parties to be a final and complete expression of their agreement. There are no prior, contemporaneous, or additional agreements, either oral or in writing, pertaining to the Contract. No course of prior dealings between the parties and no usage of the trade shall supplement or explain any terms used in this document and no other understanding either oral or in writing can independently bind the Agency to changes to the Contract. The Agency may avoid any



Uniform Terms and Conditions Design Professional

10.19.20

<p>2.9 No Waiver of Rights</p>	<p>unauthorized modifications to the Contract.</p> <p>Either party's failure to insist on strict performance of any term or condition of the Contract is not, and is not to be construed as being, nor will it be deemed, a waiver of that term or condition or a bar to, or diminishment of the right of, subsequent enforcement of any term or condition.</p>
<p>3.0 Contract Administration and Operation</p>	
<p>3.1. Term of Contract</p>	<p>The term of the Contract will commence on the date indicated on the Acceptance and continue for the period specified in the <u>Special Terms and General Conditions</u> unless canceled, terminated, or permissibly extended. If the <u>Special Terms and General Conditions</u> do not specify a period, then the Contract will remain in force for that period required for Final Completion of the Work for the Project, including required extensions thereto, unless discontinued by any of the several provisions contained elsewhere in the Contract, but no longer than 5 years total. Agency has no obligation to extend or renew the Contract past the initial term.</p>
<p>3.2. Contract Extensions</p>	<p>Agency may at its discretion extend the initial Contract term in increments of one or more months and do so one or more times, provided that, the maximum aggregate term of the Contract including extensions cannot exceed the period specified in the Special Terms and Conditions. If the Special Terms and Conditions do not specify a period, then a reasonable period of time, but no more than an aggregate of 5 (five) years. Nothing herein shall negate Contractor's obligation to continuously perform the Work with adequate manpower and due diligence.</p>
<p>3.3. Notices and Correspondence</p>	<ol style="list-style-type: none"> 1) TO DESIGN PROFESSIONAL. Unless stated otherwise in the <u>Special Terms and General Conditions</u>, Agency shall: <ol style="list-style-type: none"> a) Address all Contract correspondence other than formal notices to the email address indicated as "Default for Type" for "General Mailing Address" in Design Professional's corresponding APP Vendor Profile; and b) Address any required notices to Design Professional to the "Contact Name and Title" at the "Mailing Address" indicated in the Contract Documents. 2) TO AGENCY. Unless stated otherwise in the Special Terms and General Conditions, Design Professional shall: <ol style="list-style-type: none"> a) Address all Contract correspondence and formal notices to the Agency Procurement Officer indicated in Exhibit A "Agreement." b) CHANGES. Agency may change the designated Procurement Officer, update contact information, or change the applicable mailing address. 3) Notice is deemed served when emailed or mailed.



Uniform Terms and Conditions Design Professional

10.19.20

<p>3.4. Contractor Performance Evaluation</p>	<p>The Agency may evaluate the Contractor’s performance during the progress of the Work, at completion of a phase of Work for the Project, completion of the Work, or any of the foregoing. The Agency shall retain the evaluation(s) in the procurement file. The Agency will use the evaluation(s) in determining the responsibility of the Contractor for any award of a future contract for the next five (5) years. If the Contractor or any of the Contractor’s Subconsultants and/or Subcontractors commit a breach of the contract for the project, the Agency will use the responsibility analysis for future projects for five (5) years after the date of breach of the Contractor’s Subconsultants and/or Subcontractors (where applicable) for future contract awards with the Agency or subcontracts on Agency Projects. Contractor may comment or take exception to any rating in accordance with the Agency’s protest policies.</p>
<p>3.5. Signing of Contract Amendments</p>	<ol style="list-style-type: none"> 1) Counter-signature – or “approval” in APP, in the case of a Change Order – is not required to give effect if the Contract Amendment only covers either: <ol style="list-style-type: none"> g) Extension of the term of the Contract within the maximum aggregate term; h) Revision to Procurement Officer appointment or contact information; or i) Modifications of a clerical nature that have no effect on terms, conditions, price, scope, or other Material aspect of the Contract. 2) In every case other than those listed in a), b), and c) above, the signatures of all required parties – or “approval” in APP, in the case of a Change Order – is necessary to give it effect. 3) If the initial scope of the Project is changed materially by the Agency, the compensation will be equitably adjusted through negotiation upon execution of a Contract Amendment.
<p>3.6. Click-Through Terms and Conditions</p>	<p>Unless expressly stated otherwise in the <u>Special Terms and Conditions</u>, if either party uses a web based ordering system, an electronic purchase order system, an electronic order acknowledgement, a form of an electronic acceptance, or any software based ordering system with respect to the Contract (each an “Electronic Ordering System”), the parties acknowledge and agree that an Electronic Ordering System is for ease of administration only, and Contractor is hereby given notice that the persons using Electronic Ordering Systems on behalf of Agency do not have any actual or apparent authority to create legally binding obligations that vary from the terms and conditions of the Contract. Accordingly, where an authorized Agency user is required to “click through” or otherwise accept or be made subject to any terms and conditions in using an Electronic Ordering Systems, any such terms and conditions are deemed void upon presentation. Additionally, where an authorized Agency user is required to accept or be made subject to any terms and conditions in accessing or employing any Materials or Services, those terms and conditions will also be void.</p>
<p>3.7. Books and Records</p>	<ol style="list-style-type: none"> 1) RETAIN RECORDS. By A.R.S. § 41-2548(B), Design Professional shall retain and shall contractually require each Subconsultant and/or Subcontractor to retain books and records relating for any Cost and pricing data submitted in satisfaction of § 41-2543 for the period specified in the statute. 2) RIGHT TO AUDIT. The retained books and records are subject to audit by Agency during that period. By A.R.S. § § 35-214 and 41-2548(B),



Uniform Terms and Conditions Design Professional

10.19.20

	<p>Design Professional shall retain and shall contractually require each Subconsultant and/or Subcontractor to retain books and records relating to performance under the Contract for the period specified in the statute and those retained books and records are subject to audit by Agency during that period.</p> <p>3) AUDITING. Design Professional or Subconsultant and/or Subcontractor shall either make all such books and records under subparagraphs 2) and 3) available to Agency at all reasonable times or produce the records at a designated Agency office on Agency's demand, the choice of which being at Agency's discretion. For the purpose of this paragraph, "reasonable times" are during normal business hours and in such a manner so as to not unreasonably interfere with normal business activities. Any Person who obstructs or impairs an audit being conducted or about to be conducted in relation to any contract or subcontract with the State may be found guilty of a class 5 felony under A.R.S. § 35-215.</p>
<p>3.8. Design Professional Licenses and Registration</p>	<p>Design Professional and all Subconsultants and/or Subcontractors, persons, firms and/or entities in the service of Design Professional shall maintain current licenses, registrations, including but not limited to registration under the Arizona Board of Technical Registration, and permits required for the operation of its business in general, for its operations under the Contract, and, unless expressly stated otherwise in the <u>Special Terms and General Conditions</u>, for the Work itself.</p>
<p>3.9. Ownership of Intellectual Property</p>	<p>1) PRE-EXISTING MATERIAL. All pre-existing software and other Materials developed or otherwise obtained by or for Design Professional or its affiliates independently of the Contract are not part of the Work instruments of service to which rights are granted state under subparagraph 3) below, and will remain the exclusive property of Design Professional, provided that:</p> <ul style="list-style-type: none"> a) any derivative Works of such pre-existing Material or elements thereof that are created pursuant to the Contract are part of the Work instruments set forth below; b) any elements of derivative Work of such pre-existing Material that was not created pursuant to the Contract are not part of that Work instrument; and c) except as expressly stated otherwise, nothing in the Contract is to be construed to interfere or diminish Design Professional's or its affiliates' ownership of such pre-existing Materials. <p>2) JOINT DEVELOPMENTS. The parties may each use equally any ideas, concepts, know-how, or techniques developed jointly during the course of the Contract, and may do so at their respective discretion, without obligation of notice or accounting to the other party.</p> <p>3) DEVELOPMENTS OUTSIDE OF CONTRACT. Unless expressly stated otherwise in the <u>Special Terms and Conditions</u>, the Contract does not preclude Design Professional from developing competing Materials outside the Contract, irrespective of any similarity to Materials delivered or to be delivered to Agency hereunder.</p> <p>4) OWNERSHIP AND USE OF DOCUMENTS. The Design Professional agrees all Project information, including but not limited to, notes, plans, Drawings, Specifications photos, studies, computer programs, Schedules, technical reports, prototypes and AutoCAD design backgrounds, or other Work instruments produced by the Design Professional under this Contract necessary to complete the Work, are the property of the Agency. The Design Professional agrees to continue to supply the Project AutoCAD design backgrounds to the Agency for</p>



Uniform Terms and Conditions Design Professional

10.19.20

	<p>other projects outside the scope of this Contract, as requested by the Agency. The Design Professional shall also provide the Agency high quality copies on Agency-approved media of updated drawings and reproducible copies of specifications as specified. The cost of such copies will be reimbursed by the Agency to the Design Professional as a Reimbursable Expense. The Design Professional may not provide copies of or otherwise use the Work instruments in any format for the Project without the express prior written approval of the Agency.</p> <p>5) The Design Professional agrees that items such as plans, Drawings, Specifications photos, studies, computer programs, Schedules, technical reports, or other Work products which is/are specified to be delivered under this Contract, and which is/are to be paid for by the Agency, is/are subject to the rights of the Agency in effect on the date of this Contract. These rights include the right to use, duplicate and disclose such items in whole or in part, in any manner and for whatever purpose, and to have others do so. The Design Professional shall not copyright or otherwise claim Ownership of the Work instruments of service for the Project. The Design Professional shall include in its Subconsultants and/or Subcontractors Contracts appropriate provisions to achieve the purpose of this section.</p> <p>6) Design Professional shall give Agency full ownership of, including any and all necessary permissions to use, every aspect of the Work, unless explicitly excluded by law or contract, including the ability to create new structures based on the design Specifications and Drawings.</p> <p>7) In the event of any dispute with the Design Professional regarding any breach or default of this Contract, the Agency shall have the right to possess and use any and all plans, Specifications, Drawings, documentation, reproducibles, Design Requirements, and any other Materials necessary to complete the project.</p> <p>8) Notwithstanding anything to the contrary, Agency, at all times, shall have unlimited rights to copy and use in connection with the Project any and all Design Requirements and/or Materials prepared by Design Professional for the Project at no additional Cost to Agency, regardless of degree of completion. Design Professional also grants to Agency a royalty free license to all such any and all Design Requirements and/or Materials to which Design Professional may assert any rights under patent or copyright laws.</p> <p>a) Design Professional hereby assigns outright and exclusively to Agency all copyrights to any and all Design Requirements and/or Materials created for, or used in, the Project.</p> <p>b) Design Professional, as part of its agreements with any Subcontractors and/or Subconsultants, will secure such license and use rights from each such entity to all copyrights to any and all Design Requirements and/or Materials created for, or used in, the Project, and shall defend, indemnify and hold Agency harmless from any claims by such entities for copyright or patent infringement.</p>
<p>3.10. Subcontracts and Subconsultants</p>	<p>1) INITIAL LIST. Prior to Contract execution, Design Professional's candidate Subconsultants and Subcontractors were identified in their Offer if required.</p> <p>2) ADDITIONAL NAMES. Design Professional shall not enter into a Subcontract without first obtaining Procurement Officer's written</p>



Uniform Terms and Conditions Design Professional

10.19.20

	<p>consent with any prospective Subcontractor or Subconsultant that (a) was not listed at time of Contract execution or (b) is for any Materials or Services categories other than the ones for which they were previously consented. For either case (a) or (b), Design Professional shall submit a written request sufficiently in advance of the need date for those Materials or services so that performance under the Contract is not impaired. Procurement Officer may request any additional information he or she determines is necessary to assess the submittal, and may withhold consent pending it.</p> <p>3) FLOW-DOWN. Design Professional shall incorporate the provisions, terms, and conditions of the Contract into every Subcontract or Subconsultant agreement by inclusion or by reference. Subconsultants and/or Subcontractors shall incorporate the provisions, terms, and conditions of the Contract into their Subcontracts and Subconsultant agreements. When making any post-execution consent requests, Design Professional shall include its warrant that it will do the same for the pending Subcontractor and/or Subconsultant covered by the request. Entering into Subcontract and/or Subconsultant agreement will not relieve Design Professional of any of its obligations or duties under the Contract, including, among other things, the duty to supervise and coordinate the Work of Subconsultants and/or Subcontractors. Nothing contained in any Subcontract and/or Subconsultant agreement will create or is to be construed as creating any contractual relationship between Agency and the Subconsultant.</p>
<p>3.11. Non-Discrimination</p>	<p>Contractor shall comply with [Arizona] State Executive Order No. 2009-09 and all other applicable federal and state laws, rules, and regulations regarding non-discrimination and equal opportunity, including the Americans with Disabilities Act.</p>
<p>3.12. E-Verify Requirements</p>	<p>As required by A.R.S. § 41-4401, Design Professional and each Subconsultant and/or Subcontractor warrants compliance with A.R.S. § 23-214(A) and all federal immigration laws and any regulations relating to the immigration status of their employees. Design Professional and each Subconsultant and/or Subcontractor acknowledge that under A.R.S. § 41-4401, Agency retains the legal right to inspect the papers of any Design Professional or Subconsultant and/or Subcontractor employee who Works under the Contract to ensure that Design Professional or Subconsultant and/or Subcontractor employee is in compliance with the foregoing warranty and understands that a breach of the foregoing warranty under shall be deemed a material breach of the Contract that is subject to penalties up to and including termination of the Contract.</p>
<p>3.13. Offshore Performance of Certain Work Prohibited</p>	<p>Contractor shall only perform those portions of the Work that directly serve the Agency or its clients and involve access to secure or sensitive data or personal client data within the defined territories of the United States. Unless specifically stated otherwise in the Specifications or the Scope of Work, this paragraph does not apply to indirect or overhead services, redundant back-up services, or services that are incidental to performance under the Contract. This provision applies to Work performed by Subconsultants and/or Subcontractors at all tiers.</p>
<p>3.14. Other Contractors</p>	<ol style="list-style-type: none"> 1) Agency may undertake with its own forces or award other contracts to the same or Other Contractors for additional or related Work. 2) In such cases, Contractor shall cooperate fully with Agency's employees and such Other Contractors and carefully coordinate, fit, connect, accommodate, adjust, or sequence its Work to the related Work by



Uniform Terms and Conditions Design Professional

10.19.20

	<p>others.</p> <ol style="list-style-type: none"> 3) Where the Contract requires handing-off Contractor’s Work to others, Contractor shall cooperate as Agency instructs regarding the necessary transfer of its Work product, services, or records to Agency or the Other Contractors. 4) Contractor shall not commit or permit any act that interferes with the Agency’s or Other Contractor’s performance of their Work, provided that, Agency shall enforce the foregoing section equitably among all its Contractors so as not impose an unreasonable burden on any one of them. 5) Agency shall be reimbursed by Contractor for Costs incurred by Agency which are payable to an Agency separate Contractor because of delays, improperly timed activities, or defective design or construction by Contractor. Agency will equitably adjust the Contract by Change Order for Costs incurred by Contractor because of delays, improperly timed activities, damage to the Work or defective design or construction by an Agency separate Contractor. 6) Should the Work be interrupted or hindered by the Agency or Contractor, the Contractor shall be entitled to an extension of time pursuant to the paragraph “Change Orders” in an amount equal to such interruption or hindrance but such interruption or hindrance shall not constitute a claim for damages nor for loss of anticipated profits by the Contractor.
<p>3.15. Work on State Premises</p>	<ol style="list-style-type: none"> 1) COMPLIANCE WITH RULES. Construction Contractor is responsible for ensuring that its personnel comply with Agency’s rules, regulations, policies, documented practices, and documented operating procedures while delivering or installing Materials or performing Services on State’s grounds or in its facilities. Construction Contractor shall comply with State security requirements in order to deliver, install, or perform at that particular location without entitlement to any additional compensation or additional time for performance even if those particular requirements are not expressly stated in the Contract. 2) PROTECTION OF GROUNDS AND FACILITIES. Construction Contractor shall deliver and perform the Services without damaging any State grounds or facilities. Construction Contractor shall promptly repair or replace any damage caused by Construction Contractor, or any of its Subcontractors or Subconsultants, at its own expense, subject to whatever instructions and restrictions Agency needs to make to prevent inconvenience or disruption of operations. If Construction Contractor fails to make the necessary repairs or replacements in a timely manner, Agency will be entitled to exercise its remedies available under the Contract (including the Design Professional Services Contract.)
<p>3.16. Background Checks</p>	<ol style="list-style-type: none"> 1) Each of Contractor personnel who is performing Work with information technology, correctional facilities, proprietary and sensitive data or confidential or access-restricted or in an Agency defined secured area, or as otherwise requested by Agency, must undergo the security clearance and background check procedure, which may include fingerprinting. 2) Contractor shall obtain and pay for the security clearance and background check and shall incorporate Cost in the Contractor offer submitted to perform the Work. 3) Contractor personnel who will have administrator



Uniform Terms and Conditions Design Professional

10.19.20

	<p>privileges on a State network must additionally provide identity and address verification and undergo State-specified training for unescorted access, confidentiality, privacy, and data security.</p>
<p>3.17. Advertising, Publishing and Promotion of Contract</p>	<p>Contractor shall not advertise, promote, or otherwise use information concerning the Contract for commercial benefit without the prior written approval of Procurement Officer. The Procurement Officer may withhold approval at his or her discretion.</p>
<p>3.18. Inspection and Testing</p>	<p>By A.R.S. § 41-2547, State may at reasonable times inspect the part of Contractor's or Subcontractors' plant or places of business related to performance under the Contract. Accordingly, Contractor agrees to permit (for itself) and ensure (for Subcontractors) access for inspection at any reasonable time to its facilities, processes, and services. State may inspect or test, at its own Cost, any finished goods, work-in-progress, components, or unfinished materials that are supplied under the Contract or that will be incorporated into something to be supplied under the Contract. If the inspection or testing shows non-conformance or defects, then Contractor will owe State reimbursement or payment of all Costs it incurred in carrying out or contracting for the inspection and testing, as well as for any re-inspection or re-testing that might be necessary. Neither inspection of facilities nor testing of goods, work, components, or unfinished materials will of itself constitute acceptance by State of those things.</p>
<p>4.0 Costs and Payments</p>	
<p>4.1. Additional Work</p>	<ol style="list-style-type: none"> 1) Compensation for Additional Work will be in accordance with basis for compensation established in the Contract. 2) Compensation for Additional Services will be determined either on a Standard Hourly Rate with a Not-to-Exceed-Maximum-Amount ("Standard Hourly Rate") fee basis in Contract or as a Stipulated Sum fee basis, as amended to the Contract, through Contract Amendment or Change Order, by the Procurement Officer. 3) Before Additional Work may be performed or additional Costs incurred beyond the specified approved Contract for the Project, both the Agency and Construction Contractor must execute a written Contract Amendment or Change Order. 4) The Agency is not responsible for actions of the Construction Contractor or its Subconsultants and/or Subcontractors for any Costs incurred by the Construction Contractor or its Subconsultants and/or Subcontractors relating to Additional Work prior to the execution of a Contract Amendment or Change Order. 5) Any Additional Work must be performed within the time period established in the Contract Amendment or Change Order for the Project. 6) The Agency shall only approve of requests for Additional Work due to: <ol style="list-style-type: none"> a) need for additional design; b) acts or omissions of the Agency; c) significant changes to the Project; or d) need to provide services due to the default of another Contractor.
<p>4.2. Applicable Taxes</p>	<ol style="list-style-type: none"> 1) CONTRACTOR TO PAY ALL TAXES. Agency is subject to Arizona Transaction Privilege Tax (TPT). Therefore, Arizona TPT applies to all sales under the Contract and Arizona TPT is Contractors' responsibility (as seller) to remit. Contractor's failure to collect Arizona TPT or any



Uniform Terms and Conditions Design Professional

10.19.20

	<p>other applicable sales or use taxes from Agency will not relieve Contractor of any obligation to remit sales or use taxes that are due under the Contract or laws. Unless stated otherwise in the <u>Commercial Document</u>, all prices therein include Arizona TPT as well as every other manner of transaction privilege or sales/use tax that is due to a municipality or another state or its political subdivisions. Contractor shall pay all federal, state, and local taxes applicable to its operations and personnel.</p> <p>2) TAX INDEMNITY. Contractor shall hold Agency harmless from any responsibility for taxes or contributions, including any applicable damages and interest, that are due to federal, state, and local authorities with respect to the Work and the Contract, as well any related Costs; the foregoing expressly includes Arizona TPT, unemployment compensation insurance, social security, and workers' compensation insurance.</p>
<p>4.3. Application for Progress Payment, Contractor</p>	<p>1) The Construction Contractor shall submit to the Agency an itemized Application for Payment completed and accepted in accordance with the Schedule of Values. Such application shall be supported by such data substantiating the Construction Contractor's right to payment as the Agency requires below, and reflecting retainage, if applicable.</p> <p>2) The Application for Payment (Exhibit H) shall:</p> <ul style="list-style-type: none"> a) be an accurate reflection of the progress of the Work; b) contain line items based on the Schedule of Values; c) bear the notarized signature of Construction Contractor; d) bear the signature of the Design Professional if contracted to perform Construction Phase Services; e) only be paid after approval by the Agency Designated Representative; and f) not include Subcontracted items or any other items for which Construction Contractor does not intend to pay. <p>3) Unless otherwise stated in the Special Terms and Conditions, the Construction Contractor is required to include the following, at a minimum:</p> <ul style="list-style-type: none"> a) Construction Contractor Name and Address; b) Subcontractor's Name, Remit to Address and Contact Information, and c) All backup documentation to Application for Payment, detailed prior to showing subtotals for each item for Construction Contractor and Subcontractor (e.g., labor detail, Materials, and tax listed in separate line items). <p>4) Applications for Payment may include requests for</p>



Uniform Terms and Conditions Design Professional

10.19.20

- payment on account of changes in the Work which have been properly authorized and executed by the Agency in Change Orders.
- 5) Applications for Payment may not include requests for payment of amounts the Construction Contractor does not intend to pay to a Subcontractor or Material supplier because of a dispute or other reason.
 - 6) Applications for payment shall be made on account of Materials and equipment delivered and suitably stored at the Site for subsequent incorporation in the Work.
 - a) If approved in advance by the Agency, payment may similarly be made for Materials and equipment suitably stored off the Site at a location agreed upon in writing in accordance with Arizona General Accounting Office policies.
 - b) Payment for Materials and equipment stored on or off the Site shall be conditioned upon compliance by the Construction Contractor with procedures to establish the Agency's title to such Materials and equipment or otherwise protect the Agency's interest, and shall include applicable insurance, storage and transportation to the Site for such Materials and equipment stored off the Site.
 - 7) The Construction Contractor further warrants that upon submittal of any Progress Application for Payment all Work for which Applications for Payment have been previously issued and payments received from the Agency shall, to the best of the Construction Contractor's knowledge, information and belief, be free and clear of liens, claims, security interests, or encumbrances in favor of the Construction Contractor, Subcontractors, Material suppliers, or other persons or entities making a claim by reason of having provided labor, Materials, and equipment relating to the Work by also submitting a Conditional Waiver of Lien form with the Application for Payment.
 - 8) At the time of submittal for payment of retainage, if requested by the Construction Contractor prior to the Final Application for Payment, and at Final Application for Payment, Construction Contractor shall provide the Agency with all items contained in Contractor Project Closeout-



Uniform Terms and Conditions Design Professional

10.19.20

	<p>Exhibit M.</p> <p>9) Agency shall not accept improper or incorrect Application for Payment until corrections have been made.</p> <p>10) A Progress Payment shall not be made to Construction Contractor until the Application for Payment has been certified.</p> <p>11) Final Payment shall not be made to Construction Contractor until a Final Completion Certificate has been issued.</p>
<p>4.4. Application for Payment Certification by Design Professional</p>	<p>The Design Professional will review and certify the amounts due to the Contractor and will issue Certificates for Payment in such amounts based on the Design Professional's inspections, observations and evaluations of the Construction Contractor's Applications for Payment for the Work accepted and in conformance to the Contract.</p>
<p>4.5. Automated Clearing House</p>	<p>Agency may pay invoices through an Automated Clearing House (ACH). In order to receive payments in this manner, Design Professional must complete an ACH Vendor Authorization Form (form GAO-618) within 30 (thirty) days after the effective date of the Contract. The form is available online at: https://gao.az.gov/afis/vendor-information</p>
<p>4.6. Availability of Funds</p>	<p>By A.R.S. § 35-154, every Agency payment obligation under the Contract is conditioned on the availability of funds appropriated for payment of that obligation. If funds are not appropriated and available for continuance of the Contract, Agency may terminate the Contract at the end of the period for which funds are available, or, at Agency's discretion, allow appropriate amendment to the Contract. No liability will accrue to Agency if it exercises the foregoing right or discretion, and Agency will have no obligation or liability for any future payments or for any damages as a result of having exercised it.</p>
<p>4.7. Basis of Compensation; Design Professional</p>	<ol style="list-style-type: none"> 1) The Agency will compensate the Design Professional monthly upon the Agency acceptance described in the approved Contract, as it may be subsequently amended, upon receipt of an accurate monthly billing statement providing evidence of expenses. 2) No advance payment will be made to the Design Professional prior to rendering services. 3) Payments for Basic Work will be made monthly in proportion to services performed within each phase of services as reasonably determined by Agency. Agency shall have the right to review and inspect any and all records including, but not limited to, time sheets and work product of Design Professional, in order to determine whether the amount requested is accurate. Payment applications will be reviewed by the Agency to ensure the following information is included and correct or Agency will not approve the payment: <ol style="list-style-type: none"> j) Figures on the payment application shall be accurately calculated; k) Labor rates, reimbursables, fixed fee, subconsultant rates, overhead and fringe benefits listed on the payment application shall be consistent with the terms of the Contract; l) Charges included on the payment application shall be for Work included in the Contract or an amendment to the Contract, and shall be tied directly to the tasks outlined in the Contract; m) Design Professional principals shall bill at staff rates when acting as staff. Principals may only bill at the hourly rate of Principals when acting in that capacity. The Design Professional shall provide

Uniform Terms and Conditions

Design Professional

Page 26 of 66



Uniform Terms and Conditions Design Professional

10.19.20

	<p>documentation with each payment request that clearly indicates how that individual's time is allocated and the justification for that allocation;</p> <ul style="list-style-type: none"> n) Subconsultant is an approved subconsultant in the Contract or an amendment to the Contract and any subconsultant approved for a specific discipline is being paid when Work in that discipline is performed; o) Reimbursable Expenses claimed are permitted by the terms of the Contract and supporting documentation is provided with the invoice; and p) If invoice has item(s) in dispute. Design Professional may resubmit an invoice for the undisputed amount or wait for payment until the dispute has been resolved. q) Design Professional shall not be entitled to receive payment until they have provided Agency with conditional and/or unconditional lien waivers, including waivers from Subconsultants, along with a detailed description of services and such other documents showing compliance with the terms of the contract as Agency may reasonably require in connection with requests for payment.
<p>4.8. Contracted Labor Rate</p>	<ul style="list-style-type: none"> 1) The contracted labor rates are the fully-burdened and marked-up billing rates for Construction Contractor's labor Exhibit C 2) The rates are deemed to be inclusive of the actual gross wages plus all: <ul style="list-style-type: none"> r) Applicable payroll taxes, non-payroll employer burden, workers' compensation contributions and health and welfare benefit contributions; s) Retirement or other pension contributions, vacation, sick time or other paid leave allowances and the like; t) Required home office support, corporate or subordinate licenses or registrations, corporate insurance, professional association fees, advertising, time and travel by any of Construction Contractor personnel other than billable personnel and any bonuses or other incentives for all personnel (including billable Personnel); u) Insurance coverages to be provided by Construction Contractor under the Contract; and v) Profit. 3) The rates are not subject to overtime or other premium time unless expressly stated otherwise. 4) Prior to Construction Contractor finalization of Subconsultants and/or Subcontractors contracts, the Agency shall review and approve Subconsultants and/or Subcontractors hourly rates.
<p>4.9. Delay</p>	<ul style="list-style-type: none"> 1) Pursuant to A.R.S. § 41-2617, if the Construction Contractor incurs damages due to a delay for which the Agency and the Construction Contractor agree is (a) the fault of the Agency, (b) unreasonable under the circumstances, and (c) was not already contemplated by the terms of the agreement, then the Agency and the Construction Contractor may negotiate for the recovery of those damages. In this case, if the Construction Contractor sustains damages, which could not have been avoided by the judicious handling of forces, equipment and materials; or by reasonable revision in the Construction Contractor's schedule of operation, the compensation for such damages will be negotiated. The Construction Contractor shall notify the Agency of the condition in writing by the next work day. Failure to notify the Agency within this time may be just cause to reject any claims for such damages.



Uniform Terms and Conditions Design Professional

10.19.20

	<p>2) DELAYS THAT RESULT IN A MATERIAL CHANGE TO THE DATE OF SUBSTANTIAL COMPLETION MAY RESULT IN LIQUIDATED DAMAGES. Agency may assess Liquidated Damages (as detailed in the Special Terms and General Conditions) for unexcused and/or unauthorized delays, caused by the Construction Contractor, or any of its Subconsultants or Subcontractors, that result in a material change to the date of Substantial Completion of the Work. Construction Contractor is responsible for any reasonably foreseeable causes of delay.</p> <p>3) TIME EXTENSION. Within one business day after the Construction Contractor should have reasonably known of the occurrence prompting the request for an extension of time, the Construction Contractor must deliver a preliminary written notice to the Agency describing the general nature of the request. Within a reasonable time after the preliminary notice, the Construction Contractor must provide the Agency written supporting documentation stating all known time extensions to which the Construction Contractor is entitled. Construction Contractor may submit written time extension requests to the Agency for approval if the Construction Contractor is delayed through no fault of its own.</p> <p>4) CONCURRENT DELAYS. To the extent the Construction Contractor is entitled to an extension of time due to an Excusable Delay but the performance of the Work would have been suspended, delayed or interrupted by the fault or neglect of the Construction Contractor and/or any of its subcontractors/subconsultants, and suppliers, the Construction Contractor shall not be entitled to any additional Costs for the period of such concurrency.</p> <p>5) CHANGE ORDER. Any requests for time extensions must be approved by Agency and/or Design Professional through the use of a Change Order.</p>
<p>4.10. Equipment Rental</p>	<p>Construction Contractor rental of construction equipment to perform the Work shall be recorded and billed to the Agency to the nearest one-half hour and shall cease when equipment is no longer necessary for the Work. Billing shall include sales tax, the Cost of transportation, loading, unloading, and dismantling and removal thereof in accordance with the rental agreement terms and Agency approved Construction Contractor markup for overhead and profit. Rates for Construction Contractor -owned equipment shall be approved by Agency prior to equipment use. Construction Contractor shall not charge Agency for equipment that is inoperable due to breakdown or used for Work not related to the Project.</p>
<p>4.11. Invoicing Requirements</p>	<p>1) Design Professional shall only submit invoice that match the prices in the Contract, including the pricing in any authorized Change Order or Contract Amendment.</p> <p>2) Design Professional shall comply with the following requirements for the submittal of invoices to the Agency. The Agency may, in its discretion, choose to deny all or some of an invoice due to the Design Professional's failure to fully comport invoices to these requirements:</p> <p>w) TRAVEL. Travel Costs will be reimbursed according to the policies and procedures set by the State of Arizona's General Accounting Office as specified in the Contract. See http://www.gao.az.gov/travel/ for Current Policies. Any anticipated travel Costs should be detailed as a line item in Design Professional's fee proposal.</p>



Uniform Terms and Conditions Design Professional

10.19.20

	<ul style="list-style-type: none"> x) LODGING, SUBSISTENCE, AND MILEAGE. Design Professional and Agency must agree upon any lodging and subsistence Costs before these Costs are incurred for the Design Professional to receive reimbursement for these Costs. If lodging and subsistence Costs are incurred fifty (50) or more miles from the Design Professional primary place of business, then the invoice must include all receipts associated with these Costs for full reimbursement. Design Professional will only be reimbursed for mileage for travel fifty (50) or more miles from the Design Professional’s primary place of business. y) PREVIOUS MONTH. Design Professional shall only submit invoices for authorized and accepted Work, and Reimbursable Expenses for the previous month less any applicable penalties. z) INVOICES MUST BE VERIFIED. Design Professional shall bear the primary responsibility for the validity of any and all invoices, and shall certify that its invoices have been examined and that the contents therein are accurate and consistent with the Design Professional’s books of account. aa) INVOICE REQUIREMENTS STRICTLY ENFORCED. Agency reserves the right to reject, or partially pay, any invoices that are improperly addressed, or contain inaccurate or incomplete information. Agency is not responsible for any financing or other charges due to payments that are late due to Design Professional error. bb) FINAL INVOICE. Design Professional shall submit an invoice that contains a clear designation that it is the “Final” invoice when the Work is complete. Agency is under no obligation to release payment on a Final Invoice until the Design Professional has fully documented the final completion of the Work and Agency has reviewed and agreed with the amount due on the Final Invoice.
<p>4.12. Interest</p>	<p>Payments to Design Professional are issued pursuant to A.R.S. § 35-342. If payments to Design Professional are allowable and 30 days past due, interest shall accrue at the rate detailed in A.R.S. § 44-1201.</p>
<p>4.13. Payment</p>	<ul style="list-style-type: none"> 1) PAYMENT NOT ACCEPTANCE. Agency payment of any invoice or Application for Payment shall not be construed to be acceptance of the Work. 2) PAYMENT DEADLINE. Agency shall make payments in compliance with Arizona Revised Statutes Titles 35 and 41. Unless and then only to the extent expressly stated otherwise in the Contract, Agency shall make payment in full for Materials that have been delivered and accepted and Work that has been performed and accepted within the time specified in A.R.S. § 35-342 after both of the following become true: <ul style="list-style-type: none"> a) All of the Materials being invoiced have been delivered or installed (as applicable) and accepted and all of the Work being invoiced have been performed and accepted; and b) Contractor has provided a complete and accurate invoice in the form and manner called for in the Contract and reasonably requested by the Agency, provided that, the Agency will not make or be liable for any payments to Contractor until Contractor has registered properly in APP and provided a current IRS Form W-9 to Agency unless excused by law from providing one. 3) PAYMENTS ONLY TO CONTRACTOR. Unless compelled otherwise by operation of law or order of a court of competent jurisdiction, Agency shall make payment to Contractor under the federal tax identifier



Uniform Terms and Conditions Design Professional

10.19.20

<p>4.14. Project Suspension by Agency</p>	<p>provided.</p> <p>If the Project is suspended or abandoned in whole or in part for more than six (6) months by the Agency, the Design Professional will be compensated for only the following: all Work performed prior to receipt of written notice from the Agency of such suspension or abandonment together with Reimbursable Expenses then due. The Agency will not be liable for any additional expenses or any damages, including but not limited to consequential damages. If the Project is resumed after having been suspended for more than six (6) months, the Design Professional's compensation may be equitably adjusted through negotiation. If the parties cannot agree on an adjustment, Agency may terminate the Agreement.</p>
<p>4.15. Recovery of Overpayment</p>	<p>If Agency determines that an over-payment has been made to Design Professional on any prior invoice, it shall inform Design Professional of the amount and date of the over-payment and may deduct the over-paid amount from amounts then or thereafter due to Design Professional.</p>
<p>4.16. Reimbursable Expenses</p>	<p>Reimbursable expenses may be billed in accordance with Uniform Terms and General Conditions for amounts expended in the interest of the Project. Design Professional shall not exceed the approved reimbursement amount without prior written approval of the Agency through a Contract Amendment.</p>
<p>4.17. Standard Hourly Rate Basis for Work</p>	<p>For Projects compensated on a Standard Hourly Rate basis, the invoice statement for all Applications for Payment must show the name of all employees and Subconsultants and/or Subcontractors charging time to the Project, the amount of time billed, the fully burdened hourly rates, and the activities performed by each person listed. If requested by Agency, payroll time sheets and any other documents reasonably requested by Agency to verify amounts requested, shall be provided.</p>
<p>4.18. Stipulated Sum (Fixed Price/Lump Sum) Basis for Work</p>	<p>For Projects compensated on a Stipulated Sum basis, the invoice statement for Application for Payment must include a brief summary of the progress and completion of tasks in accordance with the Work to substantiate the percentage of completion of Work by phase during the time period covered by the Application for Payment. Any Costs in excess of approved maximum not to exceed Contract amount incurred prior to Agency's written consent will not be paid unless Costs were incurred at the Agency's direction.</p>
<p>4.19. Notification of Payments</p>	<p>Any Design Professional, Subconsultant, or Subcontractor may notify the Agency in writing requesting that it be notified by the Agency in writing within five days from payment of each progress payment made to a Construction Contractor. If a request is made to the Agency as described in this paragraph, the request remains in effect for the duration of the requestor's Work related to this Contract pursuant to A.R.S. § 41-2577. Note that this paragraph in no way limits the Design Professional's and/or Construction Contractor's ability to withhold any application or certification due to issues related to the Work of a Design Professional, Subconsultant, or Subcontractor as described in A.R.S. § 41-2577(D).</p>

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Uniform Terms and Conditions Design Professional

10.19.20

Contract Changes

<p>5.1. Assignments and Delegation</p>	<ol style="list-style-type: none"> 1) NOTICE AND ASSIGNMENT OF TRANSFER OF OWNERSHIP. In additions to Sections 5.2 and 5.3 below, the Agency will require immediate notice and explicit assignment, pursuant to this Section, of any change to the underlying ownership of the Contractor. For the purpose of this Section, a change in ownership is defined by the transfer of any ownership interest or control of fifty percent or more of the Contractor, regardless of the form under which the Contractor conducts its business. 2) IN WHOLE. Contractor shall not assign in whole or in part its rights or delegate in whole or in part its duties under the Contract without (a) notifying the Procurement Officer in advance and (b) obtaining the Procurement Officer’s prior written consent, which the Procurement Officer may withhold at his or her discretion. If Contractor’s proposed assignment or delegation stems from a split, sale, acquisition, or any other change in control, then no such consent will be given in any event without the assignee or delegate giving the Agency satisfactory and equivalent evidence or assurance of its financial soundness, competency, capacity, and qualification to perform as that which Contractor possessed when Agency first awarded it the Contract. Such determinations shall be made by the Procurement Officer in its sole discretion.
<p>5.2. Contract Amendments</p>	<p>The Contract is issued for Agency under the authority of Procurement Officer. Only a Contract Amendment can modify the Contract, and then only if it does not change the Contract’s general scope.</p>
<p>5.3. Unauthorized Contract Amendments or Orders are Void</p>	<p>Purported changes to the Contract by a person not expressly authorized by Procurement Officer or made unilaterally by Design Professional will be void and without effect; Design Professional will not be entitled to any claim made under the Contract based on any such purported changes. The Design Professional is on notice that any course of conduct dealings cannot bind the Agency to any changes to the Contract; the Agency may avoid any unauthorized modifications to the Contract, Contract Amendments, or Orders.</p>
<p>5.4. Change Orders</p>	<ol style="list-style-type: none"> 1) The Agency will only compensate for and the Construction Contractor shall only deliver or perform Additional Work that has been approved by the Agency through a fully authorized Change Order. 2) CHANGE ORDER TERMS. All Change Orders are subject to the Contract Terms and Conditions except to the extent they are modified by Change Order. 3) REASONABLE TIME FOR REVIEW. Both parties to the Contract agree to allow a reasonable period of time for the review and consideration of any requested Change Orders. 4) FIELD ORDER DIRECTIVES (See Exhibit I). Field Order Directives should be followed by a Change Order within a reasonable time. The Not-to-Exceed Cost detailed in the Field Order Directive is enforceable against the Construction Contractor if the Agency and Construction Contractor are unable to agree to a price through a Construction Change Order. 5) ITEMIZATION OF WORK. The Construction Contractor shall include the proposed Cost itemized breakout including Subcontractor or Subconsultant pricing by Work division labor and Materials, at a minimum to include: General Conditions, Overhead and Profit, Total-Labor Costs, Total Materials Cost, Equipment, Field Office and Job Site Supervision, Bonds, Insurance, and applicable tax. Failure of Construction Contractor to submit itemized Cost information with the Change Order Request will delay processing through no fault of the Agency. 6) ADDITIONAL TIME FOR DELAY. Construction Contractor must submit any request for an Excusable Delay within one business day after the Construction Contractor should have reasonably known of the occurrence prompting the request for an extension of time. <ol style="list-style-type: none"> a) Any Construction Contractor request for an Excusable Delay must be made through Construction Contractor initiation of a Change Order Request and written notice to the Agency. b) Failing to timely and properly provide written notice of the Delay, which must include a request through a Change Order Request, will waive Construction Contractor’s ability to negotiate increased time to complete the Work. c) The Construction Contractor’s request shall include an estimate of Cost and of probable



Uniform Terms and Conditions Design Professional

10.19.20

	<p>effect of delay on the Work Progress Schedule. Adverse weather conditions shall not be a basis for a claim for additional Costs.</p> <ol style="list-style-type: none"> 7) FUEL SURCHARGES. Under no circumstances will the Agency accept any fuel surcharges on any Change Order request or Construction Contractor Pay Applications 8) CONSTRUCTION CONTRACTOR AND SUBCONTRACTOR MARKUP. The combination of overhead and profit shall not exceed the original percentage mutually agreed upon value of labor and Material for Work performed by any Construction Contractor or subcontractor for any Change Order or 5%, whichever is greater. 9) CONSTRUCTION CONTRACTOR ADDITIONAL WORK. Any Additional Work caused by Construction Contractor error, inconsistency, ambiguity, or otherwise conduct of Construction Contractor shall not constitute a change, and such Work will be performed at no additional cost to Agency. 10) AGREEMENT ON CHANGE ORDER. Agreement on any Change Order shall constitute a final settlement of any and all matters relating to the change in the Work which is the subject of the Change Order including, but not limited to, any and all direct and indirect costs associated with such change and any and all adjustments to the Contract sum and the Schedule.
<p>5.5. Field Order Directive</p>	<ol style="list-style-type: none"> 1) The Agency may order changes in the Work within the general scope of the Contract, consisting of additions, deletions or other revisions, the Contract Cost and time for Substantial Completion being adjusted accordingly. 2) A Field Order Directive (Exhibit I) shall be used in the absence of total agreement on the terms of a Change Order. 3) If the Agency and the Construction Contractor cannot agree as to what amount should be charged for the Field Order Directive, Construction Contractor shall only be entitled to be reimbursed for actual direct labor and material Costs incurred at the construction site attributable to the change plus 5% for overhead and profit. Construction Contractor shall keep detailed records of all such Costs and submit such records to the Agency on a weekly basis. Within ten (10) days of completion of the change and the submission of all Cost data to the Agency, the Agency shall determine the total allowable Costs for the purpose of pricing and paying for the additional work required by the Field Order Directive and advise the Construction Contractor of such determination in writing. This determination shall be final and binding unless Construction Contractor objects in writing within ten (10) days of this determination. The written objection shall contain a detailed statement of those elements and items of the determination with which the Construction Contractor disagrees with an adequate explanation forming the bases of the disagreement. The parties shall then make a good faith effort to resolve the disagreement within fifteen (15) days. If the parties still fail to agree, the dispute shall be submitted to the Procurement Officer. The Procurement Officer shall determine the Costs and notify the Construction Contractor in writing of his or her determination. If the Construction Contractor disagrees with the Procurement Officer's determination, the Construction Contractor shall immediately initiate the contract claims resolution process in the Arizona Procurement Code (A.A.C. R2-7-B901, <i>et seq.</i>) 4) When both additions and credits covering related Work or substitutions are involved in a change, the allowance for overhead and profit shall be figured on the basis of net increase, if any, with respect to that change. 5) The amount of credit to be allowed by the Contractor to the Agency for a deletion or change which results in a net decrease in the Contract Cost shall be actual net Cost as determined by the Design Professional or Agency. 6) Pending final determination of Cost to the Agency, amounts not in dispute may be included in applications for payment. 7) For any disagreement between the Contractor and Agency on the adjustment in Contract time or the method for determining it, the adjustment or the method shall be referred to the Agency for determination. 8) When the Agency and Contractor agree with the determination made by the Contractor concerning the adjustments in the Contract Cost and Contract time, or otherwise reach agreement upon the adjustments, such agreement shall be effective immediately and shall be recorded by preparation and execution of an appropriate Change Order.



Uniform Terms and Conditions Design Professional

10.19.20

5.6. Minor Changes in the Work	<p>The Contractor, with the Agency’s approval, has the authority to order minor changes in the Work not involving adjustment in the Contract Cost or extension of the Contract time and consistent with the intent of the Contract. Such changes shall be effected by written order and shall be binding on the Agency and Contractor.</p> <p>The Contractor shall carry out such written orders promptly.</p>
5.7. Claims	<p>If Contractor is aware of any act, omission, or condition that would give rise to a breach of Contract or a Change Order and/or claim, Contractor shall notify Agency in writing within 48 hours after becoming aware of such act, omission, or condition. This notice shall provide sufficient detail so that the claim may be properly evaluated by the Agency in a timely manner. Failure to give such notice shall be deemed a waiver of the right of the Contractor to recover.</p>
6.0 Risk and Liability	
6.1. Risk of Loss	<p>If applicable, Contractor shall bear all risk of loss and damages caused by Drawings, Specifications, Design Requirements, or other documents prepared by Contractor and used by Contractor in bidding, designing, and/or constructing the project to the extent that such documents are ambiguous, incomplete, contain errors or inconsistencies or fail to comply with any applicable codes, regulations and laws.</p>
6.2. Basic Indemnification	<p>CONTRACTOR/VENDOR (NOT PUBLIC AGENCY). If a Design Professional provides Work, services, studies, planning, surveys or other preparatory Work in connection with a public building or improvement, the Contractor, and any and all of its Subconsultants and/or Subcontractors under this Contract, shall indemnify and hold harmless the State of Arizona and its departments, agencies, boards, commissions, universities, officers, officials, agents, and employees, from liabilities, damages, losses and Costs, including reasonable attorney fees and court Costs (including, but not limited to, primary loss investigation, judgment Costs, expert witness fees, and any and all fees and Costs from appellate proceedings), for any and all acts arising from or connected to the performance of this contract but only to the extent caused by the negligence, recklessness, or intentional wrongful conduct of such Contractor or other persons employed or used by such Contractor or Subconsultants and/or Subcontractors in the performance of the Contract or subcontract, as allowed under A.R.S. Section 41-2586 (C) and A.R.S. Section 34-226. The Design Professional additionally agrees to indemnify the State of Arizona and its departments, agencies, boards, commissions, universities, officers, officials, agents, and employees for any vicarious liability for the tortious conduct of the Design Professional’s actions including the actions of any of the Design Professional’s personnel or Subcontractors and/or Subconsultants. The amount and type of insurance coverage requirements set forth in the Contract shall not be construed as limiting the scope of the indemnity in this paragraph.</p> <p>This indemnity shall not apply if the Contractor or Subconsultant(s) and/or Subcontractor(s) is/are an agency, board, commission or university of the State of Arizona.</p>
6.3. Patent and Copyright Indemnification	<p>1) DESIGN PROFESSIONAL/VENDOR (NOT PUBLIC AGENCY). With respect to Materials or Services provided or proposed by a Design Professional Indemnitor for performance under the Contract, Design Professional shall indemnify, defend and hold harmless the State of Arizona and its departments, agencies, boards, commissions, universities, officers, officials, agents, and employees against any third-party claims for liability, Costs, and expenses, including, but not limited to reasonable attorneys’ fees, for infringement or violation of any patent, trademark, copyright, or trade secret by the Materials and the Services. With respect to the defense and payment of claims under this subparagraph:</p> <ul style="list-style-type: none"> a) Agency shall provide reasonable and timely notification to Design Professional of any claim for which Design Professional may be liable under this paragraph; b) Design Professional, with reasonable consultation from Agency, shall have control of the defense of any action on an indemnified claim including all negotiations for its



Uniform Terms and Conditions Design Professional

10.19.20

	<p>settlement or compromise. Design Professional shall provide the Agency with notice of settlement negotiations and allow the Agency to participate in negotiations, if Agency so chooses;</p> <p>c) Agency may elect to participate in such action at its own expense; and</p> <p>d) Agency may approve or disapprove any settlement or compromise, provided that, Agency shall not unreasonably withhold or delay such approval or disapproval and Agency shall cooperate in the defense and in any related settlement negotiations.</p> <p>2) If Design Professional is a public agency, this paragraph does not apply.</p>
<p>6.4. Force Majeure</p>	<p>1) DEFINITION. For this paragraph, “force majeure” means an occurrence that is:</p> <p>a) beyond the control of the affected party,</p> <p>b) occurred without the party’s fault or negligence, and</p> <p>c) something the party was unable to prevent by exercising reasonable diligence.</p> <p>2) Without limiting the generality of the foregoing, force majeure expressly includes acts of God, acts of the public enemy, war, riots, strikes, mobilization, labor disputes, civil disorders, fire, flood, lockouts, injunctions-intervention-acts, failures or refusals to act by government authorities, and subject to paragraph 6.5 “Performance in Public Health Emergency,” declared public health emergencies.</p> <p>3) Force majeure expressly does not include late delivery caused by congestion at a manufacturer’s plant or elsewhere, an oversold condition of the market, late performance by a Subcontractor unless the delay arises out of an occurrence of force majeure.</p> <p>4) RELIEF FROM PERFORMANCE. Except for payment of sums due at the time of Force Majeure, the parties are not liable to each other if an occurrence of force majeure prevents its performance under the Contract. If either party is delayed at any time in the progress of their respective performance under the Contract by an occurrence of force majeure, the delayed party shall provide written notice to the other no later than the following working day after the occurrence, or as soon as it could reasonably have been expected to recognize that the occurrence had effect in cases where the effects were not readily apparent. In any event, the notice must make specific reference to this paragraph specifying the causes of the delay in the notice and, if the effects of the occurrence are on-going, provide an initial notification and thereafter the delayed party shall provide regular updates until such time as the effects are fully known. To the extent it is able, the delayed party shall cause the delay to cease promptly and notify the other party when it has done so. The parties shall extend the time of completion by Contract Amendment for a period equal to the time that the results or effects of the delay prevented the delayed party from performing.</p> <p>5) DELAY CAUSED BY FORCE MAJEURE IS NOT DEFAULT. Failure in performance by either party will not constitute default hereunder or give rise to any claim for damages or loss of anticipated profits or any other consequential damages if and to the extent that such failure was or is being caused by an occurrence of force majeure.</p> <p>6) DEFAULT DIMINISHES RELIEF. Entitlement to relief from the effects of an occurrence of force majeure is diminished to the extent that the delay did or will result from the affected party’s default unrelated to the occurrence, in which case and to that extent the other party’s normal remedies and the affected party’s obligations would apply undiminished.</p>
<p>6.5. Performance in Public Health Emergency</p>	<p>1) Construction Contractor warrants that it will:</p> <p>2) Have in effect promptly after commencement a plan for continuing performance in the event of a declared public health emergency that addresses, at a minimum:</p> <p>3) identification of response personnel by name;</p> <p>4) key succession and performance responses in the event of sudden and significant decrease in workforce; and</p> <p>5) alternative avenues to keep the project consistent with its Schedule or sufficient product on hand or in the supply chain; and</p> <p>6) Provide a copy of its current plan to Agency within three (3) business days after Agency’s written request. If Construction Contractor claims relief under the paragraph “Force Majeure” for an occurrence of force majeure that is a declared public health emergency, then that relief will be conditioned on Construction Contractor having first implemented its plan and exhausted all reasonable opportunity for that plan implementation to overcome</p>



Uniform Terms and Conditions Design Professional

10.19.20

	<p>the effects of that occurrence, or mitigate those effects to the extent that overcoming entirely is not practicable.</p> <p>7) For clarification of intent, being obliged to implement the plan is not of itself an occurrence of Force Majeure, and Construction Contractor will not be entitled to any additional compensation or extension of time by virtue of having to implement it. Furthermore, failure to have or implement an appropriate plan will be a Material breach of contract.</p>
<p>6.6. Safety Standards</p>	<ol style="list-style-type: none"> 1) Contractor shall provide Materials and Services under this Contract that comply with all current applicable safety standards and regulations, including but not limited to, the Occupational Safety and Health Standards of the State of Arizona Industrial Commission, the National Electric Code and the National Fire Protection Association Standards and any other standard references in the Contract. 2) Contractor shall provide necessary protection, take all precautions for and monitor the safety of Construction Contractor personnel and Subcontractor and/or Subconsultants during the performance of Work. 3) Contractor is obligated to act to prevent threatened damage, injury or loss of persons, the Work, or property at the Site or adjacent thereto in emergencies affecting the safety or protection thereof.
<p>6.7. Third Party Antitrust Violations</p>	<p>Contractor assigns to Agency any claim for overcharges resulting from antitrust violations to the extent that those violations concern Materials or services supplied by third parties to Contractor toward fulfillment of the Contract.</p>
<p>7.0 Warranties</p>	
<p>7.1 Liens</p>	<p>Contractor warrants that the Materials and Services when accepted will be and will remain free of liens or other encumbrances.</p>
<p>7.2 Guarantees and Warranties</p>	<ol style="list-style-type: none"> 1) Design Professional warrants that it has carefully conducted and performed internal checking of any and all Design Requirements to ensure proper layouts and dimension completeness and clarity, and through due diligence has no knowledge of any inconsistencies, ambiguities, errors, omissions, or conflicts with regard to such Design Requirements. 2) Design Professional warrants that it has advised Agency in writing of the need for tests, studies, analysis or subconsultant services for the development of design documents. 3) Design Professional warrants that construction drawings and specifications submitted for bidding or negotiation with a Construction Contractor are complete, accurate, unambiguous and in compliance with all applicable codes, laws and ordinances. 4) Design Professional warrants that it is financially solvent and possesses sufficient experience, licenses, personnel, and capital to complete the services for the Agency. 5) Design Professional warrants that they have visited the project Site, is thoroughly familiar with the conditions of the Site, and will correlate its observations with the construction drawings and specifications. 6) Design Professional warrants that it shall be responsible for any and all defects in the construction drawings and specifications, and other design documents prepared by Design Professional and/or Subconsultants and/or Subcontractors, that are caused by the Design Professional, Subconsultants and/or Subcontractors, or any other person or firm hired by the Design Professional. 7) Design Professional warrants that the construction drawings and specifications are sufficient for the intended purpose of performing design services under this agreement. 8) Design Professional warrants that the construction drawings and specifications may be built at the Site and that construction and completion of the project will not violate any zoning ordinance or use restrictions imposed by any governing authority. 9) Design Professional warrants that all personnel or Subconsultants and/or Subcontractors used for construction administration services shall have sufficient knowledge and experience to properly carry out the duties required for the Work.
<p>7.3 Contractor Personnel</p>	<ol style="list-style-type: none"> 1) Construction Contractor warrants that its personnel will perform their duties under the Contract in a professional manner, applying the requisite skills and knowledge, consistent with industry standards, and in accordance with the requirements of the Contract. Construction Contractor further warrants that its key personnel will maintain any



Uniform Terms and Conditions Design Professional

10.19.20

	<p>certifications relevant to their Work, and Construction Contractor shall provide individual evidence of certification to Agency’s authorized representatives upon request.</p> <p>2) The Construction Contractor shall enforce strict discipline and good order among the Construction Contractor’s employees and other persons carrying out the Contract Work. The Construction Contractor shall not permit employment of unfit persons or persons not skilled in tasks assigned to them.</p>
<p>7.4 Intellectual Property</p>	<p>1) Design Professional warrants that the Materials and Services do not and will not infringe or violate any patent, trademark, copyright, trade secret, or other intellectual property rights or laws, except only to the extent the Specifications do not permit use of any other product and Design Professional is not and cannot reasonably be expected to be aware of the infringement or violation.</p> <p>2) SYSTEMS AND CONTROLS. In consideration for Agency having agreed to permit Pass-Through Indemnities in lieu of direct indemnity, Design Professional agrees to establish and keep in place systems and controls appropriate to ensure that Agency funds under this Contract are not knowingly used for the acquisition, operation, or maintenance of Materials or Services in violation of intellectual property laws or a third party’s intellectual property rights</p>
<p>7.5 Compliance with Laws</p>	<p>If applicable, Design Professional warrants that the Materials and Services and any disposal thereof bearing on performance of the Work do and will continue to comply with all applicable federal, state, and local laws.</p> <p>Some of the local codes with which the Work performed by the Design Professional must be in compliance include, but are not limited to, the Arizonans with Disabilities Act (A.A.C. R10-3-401 through 412) and American National Standards Institute’s Specifications for Making Buildings and Facilities Accessible to and Usable by the Physically Handicapped; State of Arizona Fire Code; regulations related to solar energy and life cycle Cost analysis (see A.R.S. § 34-452); and Water Conservation for State Facilities (see Executive Order 91-3).</p>
<p>7.6 100% Construction Documents</p>	<p>1) Construction Documents shall be consistent with the Project program, construction budget, and Progress Schedule.</p> <p>2) Prior to the first Construction Documents phase submittal, Design Professional and its Subconsultants and/or Subcontractors shall review Agency’s Bidding Documents for Project requirements and recommend any changes needed to make them applicable to the Project.</p> <p>3) Design Professional shall update the documents and provide additional drawings, details and specifications in sufficient detail as to be deemed complete and buildable.</p> <p>4) Prior to submitting the 100% Construction Documents, Design Professional and its Subconsultants and/or Subcontractors shall have thoroughly checked, coordinated, and revised all documents to bring them to 100% completed level</p> <p>5) The Design Professional shall provide or assist with the preparation of the following:</p> <ol style="list-style-type: none"> a) Certification Page b) Project Description c) Index to the Specifications d) Specifications and List of Drawings with dates
<p>7.7 Contracted Work, Errors and Omissions</p>	<p>1) Errors, inconsistencies, ambiguities or omissions discovered by the Contractor shall be reported as a written Request for Information to the Agency immediately prior to the execution of Work.</p> <p>2) If the Contractor performs any Work activity knowing or should have known it involves an error, inconsistency or omission in the Contract without such written notice to the Agency, the Contractor shall assume full responsibility for such performance and shall bear the full Costs for correction.</p> <p>3) REMEDIATION OF ERRORS. Contractor bears full responsibility for errors and omissions in its Work and any and all Work of the Contractor’s Subconsultant’s and/or Subcontractor’s Work. Contractor shall include in its Work, without limit or additional Cost to the Agency, all Work necessitated, in whole or in part, by any and all errors and omissions of, or breach of,</p>



Uniform Terms and Conditions Design Professional

10.19.20

	<p>the Contract by, the Contractor, its Subconsultants and/or Subcontractors, or any entity working under the Contractor. At a minimum, the Contractor shall, at no Cost to the Agency, promptly remediate any errors, omissions, deficiencies, or contradictions in its Work to the satisfaction of the Agency.</p> <p>4) ACCEPTANCE OR APPROVAL DOES NOT ALLEVIATE CONTRACTOR’S RESPONSIBILITY FOR ERRORS. The approval, review, or acceptance of the Contractor’s Work by any Agency or other party does not, in any way, alleviate the Contractor from its responsibility to fully remediate the Work from any errors discovered subsequently or necessary clarification of any ambiguities. The obligations of the Contractor to correct defective or nonconforming Work shall not, in any way, limit the Contractor’s other obligations under the Contract.</p> <p>5) DESIGN PROFESSIONAL PERFORMING WORK WITH A CONSTRUCTION MANAGER AT RISK. When working with a Construction Manager-at-Risk, Design Professional has a shared responsibility with Construction Contractor for discovery and resolution of discrepancies, errors, and omissions in the Contract Documents when hired by the Agency to perform pre-construction services. In such case, Design Professional’s responsibility pertains to review, coordination, and recommendation of resolution strategies within budget constraints.</p>
<p>7.8 Licenses and Permits</p>	<p>Design Professional warrants that it will maintain all licenses and proper State registration required under paragraph 3.8 [<i>Design Professional Licenses</i>] valid and in force.</p>
<p>7.9 Operational Continuity</p>	<p>Contractor warrants that it will perform without relief notwithstanding being sold or acquired; no such event will operate to mitigate or alter any of Contractor’s duties hereunder absent a consented delegation under paragraph 5.1 Assignments and Delegation that expressly recognizes the event.</p>
<p>7.10 Pandemic Contractual Performance</p>	<p>1) The Design Professional shall have a plan that illustrates how the Design Professional shall perform contractual requirements in the event of a pandemic. At a minimum, the plan shall include:</p> <ul style="list-style-type: none"> a) Key succession and performance planning in the event of sudden significant decrease in Design Professional’s workforce; b) Alternative methods to ensure there are products in the supply chain; and c) a current organizational chart and contact list. <p>2) In the event of a pandemic, as declared by the Governor of Arizona, U.S. Government or the World Health Organization, which makes performance of any term under this Contract impossible or impracticable, the following shall apply:</p> <ul style="list-style-type: none"> (a) The Agency may temporarily void the Contract(s) in whole or specific sections if the Design Professional cannot perform contractual requirements; (b) The Agency shall not incur any liability if a pandemic is declared and emergency procurements are authorized by the director as per § 41-2537 of the Arizona Procurement Code; and (c) The Agency may, at its sole discretion, reinstate the voided contracts or sections of contracts when the pandemic is officially declared over and/or the Contractor can demonstrate the ability to perform. <p>3) The Agency, at any time, may request to see a copy of the written plan from the Design Professional. The Design Professional shall produce the written plan within seventy-two (72) hours of the request.</p>
<p>7.11 Lobbying</p>	<p>1) PROHIBITION. Design Professional warrants that:</p> <ul style="list-style-type: none"> a) it will not engage in lobbying activities, as defined in 40 CFR part 34 and A.R.S. § 41-1231, et seq., using monies awarded under the Contract, provided that, the foregoing does not intend to constrain Design Professional’s use of its own monies or property, including without limitation any net proceeds duly realized under the Contract or any value thereafter derived from those proceeds; and, upon award



Uniform Terms and Conditions Design Professional

10.19.20

	<p>of the Contract, it will disclose all lobbying activities to Agency to the extent they are an actual or potential conflict of interest or where such activities could create an appearance of impropriety. Design Professional shall implement and maintain adequate controls to assure compliance with this paragraph.</p> <p>b) Design Professional shall obtain an equivalent warranty from all Subcontractor and/or Subconsultants and shall include an equivalent no-lobbying provision in all Subcontracts.</p> <p>2) EXCEPTION. This paragraph does not apply to the extent that the Services are defined in the Contract as being lobbying for Agency's benefit or on Agency's behalf.</p>
7.12 Survival of Warranties	All representations and warrants made by Design Professional under the Contract will survive the expiration or earlier termination of the Contract.
7.13 Waiver of the Statute of Repose	To the fullest extent permitted by law, Contractor waives Arizona's statute of repose as defined in A.R.S. § 12-552 (the "Statute of Repose"). The Contractor's express written warranties stated elsewhere in the Contract, and any and all any and all claims, actions, liabilities, damages, losses, or expenses including attorney fees and court Costs, for bodily injury or personal injury (including death), will not be time-barred by the Statute of Repose. Court Costs shall include, but are not limited to, Costs associated with claim processing, primary loss investigation, judgment, expert witnesses, and any and all fees and Costs related to appellate proceedings.
8.0 State's Contractual Remedies	
8.1 Agency's Right to Carry Out the Work	<p>1) If the Contractor defaults or neglects to carry out the Work in accordance with the Contract Documents and fails within a seven-day period after receipt of written notice from the Agency to commence and continue correction of such default or neglect with diligence and promptness, the Agency may after such seven-day period, without prejudice to other remedies the Agency may have, correct such deficiencies or cause such deficiencies to be corrected. Contractor shall pay any and all Costs incurred by the Agency for such corrections to the work.</p> <p>2) In such case, an appropriate Change Order shall be issued deducting from payments then or thereafter due the Contractor the Cost of correcting such deficiencies, including compensation for the Designer's additional services and expenses made necessary by such default, neglect or failure.</p> <p>3) Such action by the Agency and amounts charged to the Contractor are both subject to prior review and confirmation by the Designer. If payments then or thereafter due the Contractor are not sufficient to cover such amounts, the Contractor shall pay the difference to the Agency.</p> <p>4) An Agency may require that Contractor provide a work plan to address the deficiencies within 48 hours of receiving the above-referenced notice from Agency.</p>
8.2 Consequential Damages	<p>1) Design Professional and Agency waive claims against each other for consequential damages arising out of relating to the Contract. This mutual waiver includes, but is not limited to:</p> <p>a) Damages incurred by the Agency for rental expenses, for losses of use, income, profit, financing, business and reputation, and for loss of management or employee productivity or of the services of such persons; and</p> <p>b) Damages incurred by the Design Professional for principal office expenses including, but not limited to, the compensation of personnel stationed there, for losses of financing, inherent loss, bond capacity loss, business and reputation, and for loss of profit arising directly from</p>



Uniform Terms and Conditions Design Professional

10.19.20

	<p>the Work, and for indirect expenses and general office overhead and future profits.</p> <ol style="list-style-type: none"> 2) This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination. Nothing contained in this section shall be deemed to preclude an award of liquidated direct damages, when applicable, in accordance with the requirements of the Design Professional documents. 3) In the event the liquidated damage clause is deemed unenforceable by any tribunal or court of competent jurisdiction, the Agency's waiver of consequential damages shall be null and void.
<p>8.3 Nonconforming Tender</p>	<ol style="list-style-type: none"> 1) The Materials provided and Services performed must comply fully with the Contract, and providing Materials or performing Services or any portion thereof that do not comply fully constitutes a breach of Contract, in which event Agency will be entitled to exercise any remedy available to it under the Contract or laws. 2) Any material deviation from the final bid may be deemed a breach of contract unless specifically authorized by the Procurement Officer through a contract Change Order. 3) The Agency will not accept a material reduction and/or modification in the quality and/or quantity of the Work.
<p>8.4 Non-exclusive Remedies</p>	<p>Agency's rights and remedies under the Contract are not exclusive.</p>
<p>8.5 Right to Assurance</p>	<ol style="list-style-type: none"> 1) If Agency in good faith has reason to believe that Contractor does not intend to, or is unable to, perform or continue performing under the Contract, Procurement Officer may demand that Contractor promptly provide written assurance of intent to perform. Failure by Contractor to provide the assurance within the time specified may be the basis for terminating the Contract or for Agency to exercise any other remedy available to it under the Contract or laws. 2) The Agency may demand any and all documents in its reasonable discretion to assure itself that the Contractor has the resources and ability to perform the Contract.
<p>8.6 Right of Offset</p>	<ol style="list-style-type: none"> 1) Agency is entitled to offset against any sums due Contractor any expenses or Costs Agency incurs or damages it has assessed against it concerning Contractor's non-conforming performance or failure to carry out the Work, including any expenses, Costs, and damages to which it is entitled by the Contract or laws. 2) Further, the Agency is also entitled to the right of offset on this Contract for breach and defaults on other Contracts between the Agency and Contractor.
<p>8.7 Stop Work Order</p>	<p>The Agency may at any time require Contractor to stop all or any part of the Work by written order (a "Stop Work Order"). Upon receipt of a Stop Work Order, Contractor shall immediately comply with its terms and take all reasonable steps to minimize incurring of further Costs during the period of stoppage that might be chargeable to Agency associated with the portions of the Work covered by the order. If Contractor incurs losses, it may make a claim under Article 10 solely for Work performed to date of the Stop Work Order subject to the limitations set forth in this Contract. Further, upon issuance of a Stop Work Order, Contractor shall take all steps necessary to ensure the safety of the Site.</p>
<p>9.0 Contract Termination</p>	
<p>9.1 Agency Failure to Perform</p>	<p>The Design Professional is not liable or responsible for Agency delays or suspensions of Work.</p>
<p>9.2 Gratuities</p>	<p>Agency may, by written notice, terminate the Contract, in whole or in part, if Agency determines that employment or a Gratuity was offered or made by Design Professional or a</p>



Uniform Terms and Conditions Design Professional

10.19.20

	<p>representative of Design Professional to any officer or employee of Agency for the purpose of influencing the outcome of the procurement or the administration of the Contract or any favorable treatment concerning the Contract or performance of the Contract. Agency, in addition to any other rights or remedies available to it, will be entitled to recover exemplary damages in the amount of three (3) times the value of the Gratuity offered by Design Professional.</p>
<p>9.3 Notice to Cure</p>	<p>In the event a Notice to Cure is issued to the Design Professional, the Design Professional shall attend a meeting with the Agency Procurement Officer and any designated Agency personnel. Upon receipt of any Notice to Cure, the Design Professional receiving the Notice must prepare a report describing its program and measures to affect the Cure of the event of default and/or anticipatory breach of Contract within the time required by the Notice to Cure. The report must be delivered to the Agency Procurement Officer at least three (3) business days prior to the required Notice to Cure meeting with the Agency.</p>
<p>9.4 Rights to Work Project</p>	<p>Should the Design Professional be terminated under this Contract, the Agency may continue the Project and receive copies of the Drawings, Specifications, or other documents within fourteen (14) calendar days of the termination notice. Copies will be in the format designated by the Agency. The Agency reserves the right to have these documents completed, corrected, revised or added to by another Design Professional</p>
<p>9.5 Suspension or Debarment</p>	<p>Agency may, by written notice to Design Professional, terminate the Contract immediately if Agency discovers that Design Professional has been debarred, suspended or otherwise lawfully prohibited from participating in any public procurement activity, including but not limited to, being disapproved as a Subcontractor and/or Subconsultant of any public procurement unit or other governmental body. Agency has taken Design Professional's submittal of the Offer and Acceptance Form and will take its performance under the Contract as Design Professional's attestation that it is not currently suspended or debarred. If Design Professional subsequently becomes suspended or debarred, it shall notify Procurement Officer immediately.</p>
<p>9.6 Termination for Conflict of Interest</p>	<p>By A.R.S. § 38-511, Agency may terminate the Contract within three (3) years after the effective date without penalty or further obligation if any Person significantly involved in initiating, negotiating, securing, drafting, or creating the Contract on behalf of Agency is or becomes an employee or agent of any other party to the Contract in any capacity or a consultant to any other party to the Contract with respect to the subject matter of the Contract. Any such termination will be effective when Design Professional receives Agency's written notice of the termination unless the notice specifies a later date.</p>
<p>9.7 Termination for Convenience</p>	<p>Agency may terminate the Contract for convenience and in its sole discretion, in whole or in part, at any time, and without penalty or recourse on Contractor's part other than as expressly stated in the Contract. Upon receipt of Agency's written termination notice, Contractor shall stop work as directed in the notice, notify all Subcontractor and/or Subconsultants of the termination and its effective date, place no further orders for Work or Materials, enter into any further Contracts for Materials or Work, terminate all Contracts regarding Work remaining to be done, take all reasonable and necessary actions to protect the Work and the Site, and minimize any further Costs that might be chargeable to Agency. Contractor shall take all necessary actions to protect and preserve the work. In the event of termination under this paragraph, all Design Requirements, plans, Specifications, Drawings, Construction Documents, data, and reports prepared by Contractor under the Contract will become Agency's property and Contractor shall deliver it all promptly on demand. Contractor will be entitled to receive just and equitable compensation for necessary and attributable unfinished Materials on hand, Work in progress, Work completed, and Work accepted before the effective date of the termination. Should the Agency terminate the Contract under this paragraph, the Agency will not be liable for Contractor lost profits or any consequential damages.</p>



Uniform Terms and Conditions Design Professional

10.19.20

9.8 Termination for Default	<ol style="list-style-type: none"> 1) In addition to the rights reserved to it under the Contract, Agency may terminate the Contract in whole or in part due to Contractor's failure to: <ol style="list-style-type: none"> a) comply with any term or condition of the Contract; b) comply with any warranty made by construction contractor under the contract c) obtain and maintain all required insurance policies, bonds, licenses, and permits; d) make satisfactory progress in carrying out the Work. Procurement Officer shall give written notice of the termination and the reasons for it. e) or fails to furnish Agency with assurances satisfactory to Agency evidencing Contractor's ability to complete the work in compliance with all the requirements of the Contract Documents. 2) Upon termination under this paragraph, all documents, data and reports prepared by Contractor under the Contract and all necessary and attributable unfinished Materials on hand, Work in progress, Work completed, and Work accepted will become Agency's property, and Contractor shall deliver all of it immediately on demand. Agency may, following termination of the Contract under this paragraph, procure on terms and in the manner determined to be appropriate Materials or services to replace those that were to have been provided or performed by Contractor, and Contractor will be liable to Agency for any excess Cost Agency incurs in procuring such substitutes. 3) In the event the Agency terminates for default, the Agency shall be entitled to recover from the Contractor any and all reasonable attorney fees and court Costs (including, but not limited to, primary loss investigation, judgment Costs, expert witness and/or consultant fees and any and all expenses, fees, and Costs from appellate proceedings). 4) If a termination for default is later determined to have been improper, such termination shall be automatically converted to a termination for convenience, and Contractor's remedies and compensation shall be limited to those for a termination for convenience under the Contract.
9.9 Work Performance Continuation Required	<p>Design Professional shall carry on the Work and adhere to the Progress Schedule during all disputes, disagreements, or alternative resolution processes with the Agency.</p> <p>Design Professional shall not delay or postpone any Work except as Agency and Design Professional may agree in writing. Design Professional shall continue to perform in accordance with the requirements of the Contract up to the effective date of any Stop Work Notice issued or Termination, as directed by Agency in the notice.</p>
10.0 Contract Claims	
10.1 Claim Resolution	Notwithstanding any law to the contrary, all Contract claims or controversies under the Contract are to be resolved according to Arizona Revised Statutes Title 41, Chapter 23, Article 9, and the rules adopted thereunder.
10.2 Mandatory Arbitration	In compliance with A.R.S. § 12-1518, the parties agree to comply in a judicial review proceeding with any applicable, mandatory arbitration requirements for the resolution of claims valued at less than \$100,000 by the State. The parties agree that any and all mandatory arbitration shall be through the American Arbitration Association ("AAA"), with the arbitrator to be selected pursuant to AAA rules and the arbitration to be conducted according to the applicable AAA rules, and with the Costs of arbitration (including but not limited to the arbitrator's fees, and Costs) to be allocated between the parties by the arbitrator. Costs do not include attorney fees.
10.3 Additional Parties to Arbitration	At the State's request, Design Professional agrees to allow for the joinder of an additional party, or additional parties, to an arbitration of any claim relating to the Contract. This provision is intended for circumstances in which the State, Design Professional, or an



Uniform Terms and Conditions Design Professional

10.19.20

	<p>additional party, has a claim or claims that relate to either the facts or claim at issue in the Design Professional's arbitration with the State, and the State determines that it would be efficient to join all the parties involved in the dispute in one arbitration.</p>
<h2>11.0 Design Professional Responsibilities</h2>	
<p>11.1 Acceptance of Work</p>	<ol style="list-style-type: none"> 1) Agency has the right to make acceptance of the Work subject to a complete inspection on delivery and installation, if installation is Construction Contractor's responsibility. Agency may apply as acceptance criteria conformity to the Contract, workmanship and quality, correctness of constituent Materials, and any other matter for which the Contract or applicable laws state a requirement, whether stated directly or by reference to another document, standard, reference specification, etc. 2) Construction Contractor shall remove and replace any rejected Work; and remove any rejected Materials from the delivery location, or from any immediate environs to which it might have been reasonably necessary to move it, carry it off the delivery premises, and subsequently deliver an equal number or quantity of conforming items. Agency will not owe Construction Contractor any payment for rejected Work, and Agency may, at its discretion, withhold or make partial payment for any rejected Materials that have been returned to Construction Contractor in those instances where Agency has agreed to permit repair instead of demanding replacement
<p>11.2 Additional Work</p>	<ol style="list-style-type: none"> 1) AUTHORIZATION FOR ADDITIONAL WORK REQUIRED. Contractor shall only provide Additional Work when authorized in a written Order signed by the responsible Agency Procurement Officer. The Agency will not provide compensation for unauthorized Work. 2) PROMPT NOTIFICATION. Contractor shall notify the Agency with reasonable promptness when the need for additional services is identified and explain the facts and circumstances giving rise to the need. If the Agency determines that all or parts of those services are not required, the Agency shall give prompt written notice to the Contractor, and the Agency shall have no further obligation to compensate the Contractor for those services. 3) PROMPT AND ACCURATE SUBMITTALS. To avoid delay in the Schedule, Contractor shall submit any Requests for Information ("RFI's) or any other necessary documentation completely, accurately, and in a timely fashion, in accordance with the Contract.
<p>11.3 Agency Reviews and Approvals During Design</p>	<p>Each design phase is subject to review and approval by the Agency.</p> <p>Other Agency personnel, external consultants, or public agencies may also review the Design Professional's submittals at the Agency's discretion or as required by applicable regulations in advance of Agency approval.</p> <p>The Agency will review the submitted drawings at all stages at times mutually agreeable with the Design Professional and provide written comments. The Design Professional may not proceed with Work until it has received Agency approval.</p>
<p>11.4 Allowances</p>	<ol style="list-style-type: none"> 1) The Construction Contractor shall include in the Contract Cost at time of offer submission any and all Allowances stated in the Contract as separate line items. Items covered by Allowances shall be supplied for such amounts and by such persons or entities as the Construction Documents may direct, but the Construction Contractor shall not be required to employ persons or entities against which the Construction Contractor makes reasonable objection. Agency shall approve all use of Allowances through the use of Authority to Use Allowance Form, Exhibit S. 2) Allowances shall: <ol style="list-style-type: none"> a) Cover the Cost to the Construction Contractor of Materials and equipment delivered to the Site and all required taxes, less applicable trade discounts;



Uniform Terms and Conditions Design Professional

10.19.20

	<ul style="list-style-type: none"> b) Construction Contractor's Costs for unloading and handling at the Site, labor, installation Costs, overhead, profit and other expenses contemplated for stated Allowance amounts shall be included in the Contract Cost and not in the Allowances; c) Construction Contractor shall take all reasonable steps to ensure the scope and budget of Allowances are correct. When Costs are more than or less than Allowances, the Contract Cost shall be adjusted accordingly by a Change Order. Construction Contractor shall notify the Agency immediately if the scope selected for the Allowance causes Costs to be more or less than Allowance. d) Amount of Allowance must reflect reasonable Cost of providing the items, whether the item is actually provided.
11.5 As-Built Drawings	<p>Construction Contractor will review and update the As-Built Drawings on a weekly basis reflecting the changes in Specifications and working Drawings during the Construction of the Work and such updated As-built Drawing shall be made available at the construction site for review by agency and Design Professional. Construction Contractor will submit the fully revised set of Drawings to the Design Professional upon Final Completion of the Work for the Project. Design Professional will incorporate Construction Contractor's red-line drawings and will submit the fully revised set of As-Built Drawings to the Agency upon Final Completion of the Work for the Project.</p>
11.6 Automatic Temperature Control Design	<p>Where applicable, the Design Professional shall specify open protocol automatic Energy Management System (EMS)/HVAC controls systems that communicate with and are interoperable with the Agency system. The Agency's Designated Representative shall arrange an initial meeting to discuss the integration and specification of the EMS/HVAC Control System. The Design Professional shall thereafter incorporate these requirements into Project design and Construction Documents.</p>
11.7 Basic Work, Design Professional Services	<p>Design Professional's Basic Work, as detailed in the Design Professional Services Agreement, shall include but are not limited to, any and all structural, mechanical, civil and electrical engineering Services. If the initial scope of the Project is changed materially by the Agency, the Design Professionals compensation will be equitably adjusted through negotiation upon execution of a contract amendment.</p>
11.8 Bidding Phase	<p>During the Bidding phase, only the Agency Procurement Officer shall receive all requests for interpretation, clarification and modification from Bidders, and log in the date, time, contact information and question in the e-procurement system. The Agency Procurement Officer will forward this information to the Design Professional. The Design Professional and its Subconsultants and/or Subcontractors may answer general questions and collect information from Bidders, but shall not clarify intent or change the Bidding Documents verbally or in writing. The Design Professional and its Subconsultants and/or Subcontractors shall forward a copy of questions they directly received from Bidders to the Agency Procurement Officer. The Agency Procurement Officer sets the deadline for receiving all requests for clarification or interpretation of the Bidding Documents. Questions received after the deadline may be</p>



Uniform Terms and Conditions Design Professional

10.19.20

	answered at the discretion of the Agency Procurement Officer
<p>11.9 Clean Up of Site</p>	<ol style="list-style-type: none"> 1) The Construction Contractor shall at all times keep the premises, Site of construction, surrounding area, and any storage areas neat and clean, and free from accumulation of waste materials or rubbish caused by operation of Work under the Contract. 2) At completion of the Work the Construction Contractor shall remove from and about the Project waste materials, rubbish, the Construction Contractor 's tools, construction equipment, machinery, surplus material, and any excess rocks and dirt from the Work, to restore affected areas of Site to a neat and clean condition satisfactory to the Agency Designated Representative. 3) If the Construction Contractor fails to clean up, the Agency may do so and the Cost thereof shall be charged to the Construction Contractor. 4) Any landscaped seeded or sodded area requiring repair as a result of construction damage shall be leveled, raked, and re-seeded or re-sodded with like material at Construction Contractor 's expense.
<p>11.10 Compliance with Codes</p>	<p>Contractor shall bear full responsibility for ensuring that the Work performed under the Contract complies with all applicable laws, codes and regulations. In the case of conflicts between codes, the more stringent conditions shall apply. The Arizona Department of Administration Statutory Review is the authority having jurisdiction and is the enforcement agency for code requirements.</p>
<p>11.11 Cooperation and Coordination</p>	<ol style="list-style-type: none"> 1) Agency and Design Professional will cooperate and participate fully in coordinating at all levels and among all the parties involved in this Project, and at their own expense. Cooperation shall mean both formal and informal interaction between and among all the parties involved in the Project, including but not limited to, Agency's Representatives, Design Professional's Subconsultants and/or Subcontractors, Construction Contractors, Subcontractor and/or Subconsultants and outside entities as designated by Agency to promote the desired goal of a successful, non-adversarial completion of the Project on time and within budget. The requirement for Cooperation shall not be construed as a change in the terms or conditions of the Contract for the Project. 2) The Agency and Construction Contractor shall endeavor to communicate through the Design Professional. Communications by and with the Design Professional 's Subconsultants and/or Subcontractors shall be through the Design Professional. Communications by and with Subcontractor and/or Subconsultants and material suppliers shall be through the Construction Contractor. Communications by and with separate Construction Contractors shall be through the Design Professional.
<p>11.12 Schedule</p>	<ol style="list-style-type: none"> 1) SCHEDULE. The Schedule for Construction and any and all updates thereto shall include time for any and all necessary review and approvals by Agency or outside entities, as well as sufficient time for other Consultants to complete their portion of the Work. The Schedule shall be in a format and provide sufficient detailed information that is acceptable to the Agency. Construction Contractor shall provide the Agency and Design Professional



Uniform Terms and Conditions Design Professional

10.19.20

	<p>with an approved baseline Schedule, within a time frame determined by the Agency, to include at a minimum initiation of construction, mobilization, procurement, installation, testing, inspection, delivery of Close-out Documents and Substantial Completion of the Work of the Contract and any other information required in the <u>Special Terms and Conditions</u>.</p> <p>2) ADDITIONAL TIME. Construction Contractor shall bear the primary responsibility for determining whether additional time is required for the review of any orders or amendments to the Contract for Construction; allowing time for Agency review and approval of any such orders or amendments; and is responsible for ensuring that such time is reflected in a modified Schedule in a Change Order.</p> <p>3) CONTRACTOR REVIEW. Contractor shall bear the primary responsibility for ensuring that it was allotted sufficient time in the Schedule for construction for any and all necessary reviews and approvals. The Agency and/or Design Professional shall timely review all requests for information, changes, and submittals in a timely fashion as to not delay the project.</p>
<p>11.13 Conformity of Work to Construction Documents Review</p>	<p>1) The Design Professional shall review inspection reports, laboratory reports, and test data to determine conformity of such data with the Design Requirements expressed, implied, or depicted in the Contract Documents; approved Shop Drawings, Product Data, and Samples; and Clarification Drawings.</p> <p>2) The Design Professional shall also recommend to the Agency, actions to be taken by the Agency as determined from Design Professional Project Site visits, inspection reports, laboratory reports, and test data or from Construction Contractor proposals, or other relevant documents. Agencies shall have the right, in the event of a dispute over conformity, to conduct an independent evaluation.</p>
<p>11.14 Construction Cost Control</p>	<p>Throughout the Project, the Design Professional shall keep the Project's estimated construction Cost within the Construction Budget and is responsible to periodically submit to Agency, at review times mutually agreeable to Agency and Design Professional, a current Estimated Project Construction Cost to verify that this is accomplished. Design Professional and Agency shall establish times in the Schedule to review the Construction Budget.</p>
<p>11.15 Construction Safety</p>	<p>1) INJURIES. In the event of an incident or accident involving outside medical care for an individual on or near the Work, Construction Contractor shall notify Agency Designated Representative and other parties as may be directed promptly, but no later than twenty-four (24) hours after Construction Contractor learns that an event required medical care, supply Agency Designated Representative and Construction Contractor with an incident report no later than thirty-six (36) hours after the occurrence of the event. In the event of a catastrophic incident (one (1) fatality or three (3) or more workers hospitalized), barricade and leave intact the scene of the incident until all investigations are complete. A full set of incident investigation documents, including facts, witness names and statements, finding of cause, and remedial plans shall be provided to Agency Designated Representative within one (1) week after occurrence, unless otherwise directed by Agency.</p> <p>2) ENVIRONMENTAL SAFETY Construction Contractor shall immediately stop Work activities impacted by encountering any previously unknown</p>



Uniform Terms and Conditions Design Professional

10.19.20

	<p>potentially hazardous Material, or other Materials potentially contaminated by hazardous Material, and secure the affected area, and notify Agency Designated Representative immediately. Agency Designated Representative will promptly engage qualified experts to investigate and issue a written report to Construction Contractor identifying the Material(s) found. The Agency shall remediate and render harmless the hazard caused by Agency or if an unknown and could not have been reasonably foreseen by Construction Contractor.</p> <p>3) TRENCHING AND EXCAVATING PLAN. Construction Contractor is required to submit a trenching and excavation plan to Agency Designated Representative prior to commencing operations unless an engineered plan is part of the Contract Documents.</p> <p>4) ASBESTOS CONTAINING MATERIAL. The Construction Contractor shall not knowingly use, specify, request or approve for use any asbestos containing Materials or lead-based paint in the Work. When a specific product is specified, the Construction Contractor shall endeavor to verify that the product does not include asbestos containing Material.</p> <p>5) Construction Contractor, Subcontractor and/or Subconsultants. employees and all Site visitors, at all times on the job Site, shall furnish and wear sufficient protective gear, including but not limited to, hardhats, safety shoes and safety goggles. Construction Contractor shall also provide temporary protection measures, drinking water and temporary sanitation facilities for use by construction personnel. Construction Contractor shall provide up-to-date Material safety data sheets (MSDS) as required for Materials at the Site. Construction Contractor shall have a detailed site-specific safety plan to address State and Federal safety laws.</p>
<p>11.16 Contractor Pre-Award Conference</p>	<p>Design Professional shall, participate in a pre-award meeting to include review of Construction Contractors' submittals which are received with the signed Agreement of the Construction Contractor.</p> <p>Design Professional shall submit, prior to the bid date, a complete list of all submittals required by the Contract Documents listed by individual specification sections.</p>
<p>11.17 Construction Meetings</p>	<p>Design Professional shall attend regular construction meetings with the Agency and Construction Contractor at the Project Site with duration and frequency determined by the Agency for the Project.</p>
<p>11.18 Correction of Defects and Non-Compliant Work</p>	<p>1) Construction Contractor shall use due care in inspections and observations to determine non-conformance.</p> <p>2) Design Professional shall keep agency informed of progress and quality of Work and use due care to guard against defects and deficiencies in Construction Contractor's Work. Should the Design Professional and/or the Agency Designated Representative identify Work as noncompliant with the Contract Documents, upon notice Construction Contractor shall immediately correct such Work at no additional Cost to the Agency. The approval of Work by either Design Professional or Agency Designated</p>



Uniform Terms and Conditions Design Professional

10.19.20

- Representative does not relieve Construction Contractor from the obligation to comply with all requirements of the Contract Documents.
- 3) Construction Contractor shall take any and all steps to meet the requirements of the Project Specifications. If Construction Contractor fails to do so, the Agency will require correction and full compliance. After corrective action is taken, the Agency will retest to determine compliance with the Specifications. Construction Contractor shall be responsible for the Cost of the additional testing and inspections, and such Cost shall be deducted from progress payment to Construction Contractor.
 - 4) Construction Contractor shall, at no additional Contract Cost and without entitlement to extension of any delivery deadline or specified time for performance, remove or exchange and replace any defective or non-conforming delivered or installed Materials or Work.
 - 5) Construction Contractor shall bear the expense of making good all Work of Agency other contractors destroyed or damaged by removal or replacement of defective Construction Contractor Work. Agency shall equally enforce this clause against any Agency other contractors.
 - 6) If Construction Contractor fails to take prompt action to comply with the Contract Documents in a timely manner, as determined by the Agency, Agency will be entitled to exercise its remedies under paragraph 8.6 [Right of Offset] of the Uniform Terms and Conditions, or any other remedies set forth in the Contract.
 - 7) Whether Agency will permit Construction Contractor to repair in place or demands that Construction Contractor remove and replace is at Agency's discretion in each instance, provided that, Agency shall not apply that discretion punitively if repair in place is practicable and doing so would not create safety hazards, put property at risk, unreasonably interfere with operations, create public nuisance, or give rise to any other reasonable concern on Agency's part.
 - 8) AGENCY ACCEPTANCE OF DEFECTIVE WORK. At the absolute discretion of the Agency, the Agency may decide to accept defective Work, instead of requiring correction or removal and replacement of defective Work. Construction Contractor shall pay all claims, Costs, losses and damages attributable to Agency's evaluation of and determination to accept such defective Work. If any such acceptance occurs prior to recommendation of final payment, a Change Order will be issued incorporating the necessary revisions in the Contract Documents and compensating the Agency for the diminished value of the project resulting from the defective Work. If the acceptance occurs after such recommendation, an appropriate amount will be paid by Construction Contractor to Agency after a calculation by Agency of the diminution in value of the project resulting from defective Work.
 - 9) The Construction Contractor's obligations to perform Warranty Work will survive the acceptance of any Work and any termination of the Contract.
 - 10) CONSTRUCTION CONTRACTOR NON-COMPLIANT WORK. Should the Design Professional and/or the Agency Designated Representative identify Work as noncompliant with the Contract Documents, Design Professional and/or

**Uniform Terms and Conditions
Design Professional**

Page 47 of 66



Uniform Terms and Conditions Design Professional

10.19.20

Agency Designated Representative shall communicate the finding to Construction Contractor, and Construction Contractor shall correct such Work at no additional Cost to the Agency. The approval of Work by either Design Professional or Agency Designated Representative does not relieve Construction Contractor from the obligation to comply with all requirements of the Contract Documents.

- 11) AGENCY MAY CORRECT NON-COMPLIANT WORK. Agency shall issue a written notice to Construction Contractor to correct and remedy any deficiency including but not limited to
 - a) Remove and replace rejected Work, or
 - b) Construction Contractor failure to perform Work in accordance with the Contract Documents; or
 - c) Construction Contractor fails to comply with other provisions of the Contract Documents.
- 12) If, in the opinion of the Agency, significant progress to correct the deficiency by the Construction Contractor has not been made, within seven (7) days, the Agency may exercise any actions necessary to remedy the deficiency including but not limited to:
 - a) Exclude Construction Contractor from all or part of the Site;
 - b) Take possession of all or part of the Work, and
 - c) Suspend Construction Contractor's services related thereto, and
 - d) Incorporate in the Work all Materials and equipment stored for the Project at the Site or for which Agency has paid Construction Contractor but which are stored elsewhere.
 - e) Hire a replacement contractor or take other measures that are reasonably necessary to correct the noncompliant Work. Any and all Costs incurred shall be paid by the Construction Contractor or deducted from any amounts due or that may be due Construction Contractor under this or any other contract with the State of Arizona. Costs, shall include, but not be limited to, repair and replacement Costs, labor and material Costs, removal Costs, design Costs, administrative expenses, and any other Costs and expenses caused by Construction Contractor's non-compliance.
- 13) Construction Contractor shall allow the Agency, its agents and employees, Agency's other Construction Contractors, Construction Contractors and Subconsultants and/or Subcontractors access to the Site to enable Agency to exercise the rights and remedies under this paragraph. All claims, Costs, losses and damages incurred or sustained by the Agency in exercising such rights and remedies will be charged against Construction Contractor and a Change Order will be issued incorporating the necessary revisions in the Contract Documents with respect to the Work. Such claims, Costs, losses and damages will include but not be limited to all Costs of repair or replacement of Work of others destroyed or damaged by correction, removal or replacement of Construction Contractor's defective Work. Construction Contractor shall not be allowed an extension of the Contract times (or Milestones), or claims of damage because of any delay in the performance of the Work attributable to the exercise by Agency of Agency's rights and remedies hereunder.
- 14) CONSTRUCTION CONTRACTOR NON-COMPLIANT WORK. If the



Uniform Terms and Conditions Design Professional

10.19.20

	<p>Construction Contractor Materially fails to furnish services in compliance with the approved Project Schedule or any subsequently approved amendments to the Schedule or the Construction Contractor’s services, or deliverables are unusable for their intended purpose and these failures are a Material breach of this Contract, then Agency, in its reasonable discretion, and after failure of Construction Contractor to respond to the Notice to Cure, may Contract with another Construction Contractor to complete the services or Work product, and Construction Contractor shall pay the Agency for the difference between the balance under Construction Contractor’s Contract with Agency and the amount charged by the replacing Construction Contractor to complete Construction Contractor’s Scope of Work.</p> <ol style="list-style-type: none"> a) Agency will provide Construction Contractor with the itemized Costs as they are being incurred. b) Prior to contracting with another Construction Contractor, the Agency shall provide Consultant with a Notice to Cure, as described in these Uniform Terms and General Conditions. c) Should the Construction Contractor failure to Cure the Material breaches of this Contract, as identified in the Notice to Cure, the Agency may pursue any of the available remedies for breach of Contract available in Section 8 above. d) It is understood that if the Construction Contractor materially breaches this Contract and the Agency Terminates for Default under this Contract, Construction Contractor shall not be entitled to any sums due or that may become due under this Contract.
<p>11.19 Demolition Plan</p>	<p>Demolition Plan (whenever a Project requires the demolition of a building or portions thereof). Design Professional shall differentiate between new Work (walls, doors, finishes, and so on), existing Work to be removed, and existing Work to remain in place.</p>
<p>11.20 Design Development</p>	<p>Design Professional shall provide conceptual civil, landscape, architectural, structural, plumbing, mechanical, electrical drawings as required for the Design Requirements of the Work.</p>
<p>11.21 Design Professional Agreements, Communication</p>	<p>The Agency will ensure that Design Professionals receive the necessary communication from other Construction Contractors to perform the required Work, and shall promptly notify Design Professionals of any and all communications that the Agency determines may materially affect the Design Professional’s Work.</p>
<p>11.22 Design Schematics</p>	<p>Design Professional shall prepare and submit to Agency diagrammatic drawings which delineate the design criteria (e.g., exit paths, travel distances, required exits, rated walls, rated corridors, building occupancy, construction type, and fire zones). This graphic documentation of the design criteria shall be updated with each subsequent submittal.</p>
<p>11.23 Energy Efficiency</p>	<p>Upon request by the Agency, Design Professional will analyze the Work or related components for energy efficiency gains including, but not limited to Life Cycle Costing, pursuant to A.R.S. 34-452.</p>
<p>11.24 Examination of Site</p>	<ol style="list-style-type: none"> 1) The Contractor acknowledges that it has taken steps reasonably necessary to ascertain the nature and location of the Work, and that it has investigated and satisfied itself as to the general and local conditions which can affect the Work or its Cost. Contractor and its key personnel



Uniform Terms and Conditions Design Professional

10.19.20

	<p>shall visit the Project Site to become familiar with existing Site conditions for the Agency Project and visually survey for coordination of the Work, which may include but not limited to, the Site location and size, Site and adjacent perimeter, utility capacities, conditions bearing upon transportation, disposal, handling, and storage of Materials, the conformation and conditions of the ground, the character of equipment and facilities needed preliminary to and during Work performance, and connection options of external utilities, all relevant areas of any existing buildings to be altered, ceiling, interior, exterior, and concealed spaces, prior to submitting an Offer for the Work.</p> <ol style="list-style-type: none"> 2) The Contractor shall take field measurements and verify field conditions and shall carefully compare such field measurements and conditions and other information known to the Contractor with the solicitation prior to bid submittal and Contract before commencing Work. 3) The Contractor acknowledges that it has satisfied itself as to the character, quality, and quantity of surface and subsurface Materials or obstacles to be encountered insofar as this information is reasonably ascertainable from an inspection of the Site, including all exploratory Work done by the Agency, as well as from the drawings and specifications made a part of this Contract. Any failure of the Contractor to take the actions described and acknowledged in this paragraph will not relieve the Contractor from responsibility for estimating properly the difficulty and Cost of successfully performing the Work, or for proceeding to successfully perform the Work without additional expense to the Agency. 4) The Agency assumes no responsibility for any conclusions or interpretations made by the Contractor based on the information made available by the Agency. Nor does the Agency assume responsibility for any understanding reached or representation made concerning conditions which can affect the Work by any of its officers or agents before the execution of this contract, unless that understanding or representation is expressly stated in this Contract.
<p>11.25 Forced Substitutions</p>	<p>Forced substitutions will not be permitted; Contractor shall obtain Agency's prior written consent before making any substitution for any Material or Service covered by the Contract.</p>
<p>11.26 Inclement Weather Day</p>	<ol style="list-style-type: none"> 1) RAIN DELAY. Construction Contractor bears the risk of rainfall activity unless delayed on a critical path for more than 7 days. 2) Construction Contractor shall immediately notify the Agency Designated Representative on the day, and any subsequent days throughout the Project, the Construction Contractor is unable to perform Work at the Site on the critical path for more than seven (7) continuous normal Work hours due to inclement weather or rain. The Agency Designated Representative shall confirm the weather conditions and provide a written confirmation to the Construction Contractor. 3) Construction Contractor shall submit to the Design Professional and



Uniform Terms and Conditions Design Professional

10.19.20

	<p>Agency Designated Representative for review a Change Order Request with the number of days the Construction Contractor is requesting a no Cost time extension for Substantial Completion for inclement weather or rain in excess of normal rain fall, along with documentation of the weather days that occurred, and the impact on the critical path Work no later than the end of the month in which the inclement weather day or days occurred. Failure of Construction Contractor to submit a Change Order Request in accordance with this paragraph requirement shall constitute a waiver of additional time for Substantial Completion. Agency Representative shall be the final decision maker on the number of inclement weather days in any Construction Contractor properly submitted Change Order Request for extension of time for Substantial Completion in the event of disagreement between the Construction Contractor and Agency Designated Representative. Average days of rain per month will be determined by meteorological data obtained from the closest National Weather Service Station to the Project Site.</p>
<p>11.27 Inspection and Material Testing</p>	<ol style="list-style-type: none"> 1) All Materials and equipment used in the construction of the Project shall be subject to inspection and testing in accordance with generally accepted standards, as required and defined in the Contract Documents. 2) CONSTRUCTION CONTRACTOR RESPONSIBILITIES. Construction Contractor shall provide, at Construction Contractor’s expense, the testing and inspection services required by the Contract Documents. Construction Contractor shall provide such equipment and facilities as are required for conducting field tests and for collecting and forwarding samples of sufficient size for test purposes. No Materials or equipment represented by samples are to be used until tests, if required, have been made and the Materials or equipment are found to be acceptable. 3) UNFIT FOR USE AFTER APPROVAL. Any Material which becomes unfit for use after approval thereof shall not be incorporated into the Work. Approvals or failures to properly inspect or test shall not relieve Construction Contractor from its obligation to perform the WORK in accordance with the requirements of the Contract Documents and to also inspect Construction Contractor’s own Work. Failure to discover, inspect, or timely report shall not excuse Construction Contractor from full performance of the Work. 4) TIMELY NOTICE. Construction Contractor shall notify Agency Designated Representative and/or Design Professional in writing if any Work will need to be inspected, tested, or approved by someone other than Construction Contractor. Construction Contractor shall coordinate with the Agency and Design Professional well in advance of such testing, inspection, or approval process. Should an inspection, test, or approval be required under this paragraph, Construction Contractor shall bear the sole responsibility for updating the Progress Schedule. 5) NON-CANCELLATION OF SCHEDULED INSPECTIONS. Construction Contractor shall bear all Costs, for any and all instances, in which Construction Contractor fails to cancel no less than twenty-four



Uniform Terms and Conditions Design Professional

10.19.20

<p>11.28 Inspection of Work by Design Professional</p>	<p>(24) hours in advance any Construction Contractor scheduled</p> <ol style="list-style-type: none"> 1) Design Professional is responsible for inspection activity and shall use due care to observe the Work as Work progresses and determine whether or not Construction Contractor’s Work or any part of Work is defective or fails to conform to standards of the trade and generally accepted standards for such Work defined in the Contract Documents. Work will be compared to the Drawings and Specifications and any and all supplemental Drawings and Specifications for the Project. 2) Design Professional shall provide technical direction to, and interpretation of, the Contract Documents for inspectors and advise inspectors of decisions rendered. 3) Any inspectors, acting under the direction of Agency’s Designated Representative, or Design Professional will: <ol style="list-style-type: none"> a) Be responsible for milestone inspections (spot checks) to assess compliance with the requirements of the Contract Documents. b) Prepare a written report following each milestone inspection. The inspector shall notify the Agency’s Designated Representative when Work that does not comply with the Contract Document requirements is observed in the field. Observed instances of noncompliance shall be noted in the inspector’s report. c) Comment in subsequent inspector’s reports on whether or not instances of noncompliance have been corrected. d) Participate in Punch List inspections for partial occupancy, Substantial Completion and final completion. e) Assist Agency Designated Representative in reviewing test and inspection results from testing laboratories. f) If Agency contracts for specialty inspection services, the inspector shall report the results of these inspections to Agency’s Designated Representative. g) Not authorize deviations from the Contract Documents. h) Not advise or issue directions to Construction Contractor regarding any aspect of construction means, methods, techniques, sequences, or procedures or regarding safety programs in connection with the Project.
<p>11.29 Issue Addenda</p>	<ol style="list-style-type: none"> 1) Interpretation, clarification, and modification of the Contract Documents shall be issued only in the form of an Addendum to the Contract Documents. Design Professional shall furnish the information required to the Agency Procurement Officer for issuance of Addenda. 2) Design Professional is responsible for receiving, reviewing, approving, coordinating, and incorporating addenda items received from the Subconsultants and/or Subcontractor(s) into a single addendum document prior to submitting this document to the Agency Procurement Officer. 3) Addenda shall be submitted to the Agency Procurement Officer in the same format as the Construction Documents. 4) Design Professional shall provide to the Agency at the end of the Bidding phase the following documents with changes identified as follows. <ol style="list-style-type: none"> a) In the Specifications, all additions shall be shown in bold underline and all deletions shown in strikethrough. b) In the Drawings, changes shall be “clouded.” c) One set of individual Construction Drawings and sections of the Specifications which were altered by Addenda. d) One complete set of Construction Drawings and Specifications that



Uniform Terms and Conditions Design Professional

10.19.20

<p>11.30 Key Personnel</p>	<p>fully integrate all addenda items.</p> <ol style="list-style-type: none"> 1) AUTHORITY. The Contractor shall designate which of its employees have the authority to enter into agreements with the Agency on behalf of the Contractor, and which of its employees, its, Subconsultants and/or Subcontractors, will bear the primary responsibility for the completion of the Work. 2) REMOVAL OF PERSONNEL. Notwithstanding that Contractor is in every circumstance responsible for hiring, assigning, directing, managing, training, disciplining, and rewarding its personnel, Agency may at its discretion and, without the obligation to demonstrate cause, instruct Contractor to remove any of its personnel from Agency’s facilities or from further assignment under the Contract. In such cases, Contractor shall promptly replace them with other personnel having equivalent qualifications, experience, and capabilities. The Agency Designated Representative may require, in writing, that the Contractor remove from the Work any employee the Agency Designated Representative deems incompetent, careless, or otherwise objectionable. 3) STATEMENT OF QUALIFICATIONS. At every stage of the Project, Design Professional guarantees that Key Personnel will have the minimum skills and qualifications listed in the most recent Statement of Qualifications the Design Professional submitted to the State. 4) PERSONNEL SUBSTITUTIONS. Contractor shall not be permitted to substitute Contractor Key Personnel, or Subconsultants and/or Subcontractors after offer submittal, without the prior written approval of the Agency Designated Representative. Requests shall be made in writing detailing the reasons for the requested change and shall not commence without written approval from Agency. The Agency has the right to the same kind and quality of the employee initially offered. 5) ROLE APPROVALS. Contractor Key Personnel designated in <u>Offer Documents</u> shall be deemed approved for the roles and responsibilities stated unless expressly stated otherwise by the Agency prior to execution of the Contract.
<p>11.31 Labor and Materials</p>	<ol style="list-style-type: none"> 1) Construction Contractor shall perform Work during regular business hours unless such non-normal Work hours are required by the Contract Documents and not permit overtime work. Agency Designated Representative may approve alternate Work hours that neither add additional Cost nor time to the Contract Cost or Project Substantial Completion. 2) All equipment, Materials, and articles incorporated into the Work covered by this Contract shall be new and of the most suitable grade for the purpose intended, shall be stored, applied, installed, connected, erected, used, cleaned and conditioned by Construction Contractor in accordance with the instructions of the applicable manufacturer, fabricator, supplier or distributor, unless otherwise specifically provided in the Contract Documents. 3) References in the Specifications to equipment, Materials, articles, or patented processes by trade name, make, or catalog number, shall be regarded as establishing a standard of quality, function, and type, and shall not be construed as limiting competition. 4) All Work under this Contract shall be performed in a skillful and workmanlike manner. Construction Contractor shall provide competent, suitably qualified personnel to survey, layout, and construct the Work as required by the Contract Documents and maintain good discipline and order at the Site at all times. 5) Construction Contractor is solely responsible for construction means, methods, techniques, sequences or procedures, for safety precautions and programs, protection of installed Work, for coordinating all portions of the Work under the Contract and quality controls in connection with the Work. and will utilize the above so as not to destroy materials for reuse or to remain the property of the Agency 6) The Construction Contractor shall be responsible for all Materials delivered and Work performed until completion and acceptance of the entire Work, except for any completed unit of Work which may have been partially accepted under the Contract. Construction Contractor shall remain responsible for the care and protection of Materials and Work in the areas where Punch List items are completed until Final Completion. 7) The Construction Contractor shall provide and pay for labor, materials, equipment, tools, construction equipment and machinery, drinking water, water, heat, ventilation, utilities, barricades, lighting, construction and warning signs, temporary fire protection, transportation, temporary facilities, fencing, appliances, fuel, power, light, heat, telephone,



Uniform Terms and Conditions Design Professional

10.19.20

	<p>sanitary facilities, and services necessary for the construction, performance, testing, start-up, inspection and completion of the Work. Any temporary sanitation facilities shall be serviced a minimum of one (1) time weekly.</p> <ol style="list-style-type: none"> 8) Construction Contractor shall install and maintain temporary fencing with lockable gates as indicated or directed by the Agency Designated Representative. 9) Materials, equipment or items required for Work which are shown on the Drawings but not mentioned in the Specifications or Materials, equipment or items required by the Specifications but not shown on the Drawings, shall be furnished and installed the same as though both shown on the Drawings and required by the Specifications. 10) Materials as-shipped must comply with applicable safety regulations and standards. Unless expressly stated otherwise in the <u>Scope of Work</u>, Agency is not responsible for making any Materials safe or compliant following acceptance and is relying exclusively on Construction Contractor to deliver and install only products that are already safe and compliant. 11) Construction Contractor shall pursue with diligence the procurement of any long-lead-material or equipment required for the Work and provide the Agency Designated Representative with an anticipated and consistently updated schedule for the delivery. 12) Materials and equipment procured and installed by the Construction Contractor shall be in accordance with Specifications and derived from the energy life cycle Cost analysis pursuant to the latest revision of A.R.S. §34-452. 13) For any Agency furnished equipment or Material that will be in the care, custody, and control of Construction Contractor, Construction Contractor is responsible for damage or loss. Agency shall deliver to Construction Contractor a complete list and respective values of such Materials or equipment and make an equitable adjustment to the contract amount for any increase in Cost of Builder's Risk insurance. 14) Construction Contractor shall provide and install weather-tight or temporary enclosures for protection of in progress and completed construction Work from exposure and weather. Construction Contractor shall remove protection when no longer needed. 15) Construction Contractor shall store Materials in their original packaging with any and all seals and labels intact and visible. 16) Construction Contractor shall remove Agency-salvaged items with care and in a workmanship-like manner and deliver items not being reinstalled, ready for use, to a nearby area as instructed by the Agency Designated Representative.
<p>11.32 Life Cycle Cost Analysis</p>	<p>Upon the request of the Agency, the Design Professional shall perform Life Cycle Cost Analysis (LCCA) to evaluate alternative Materials and systems by preparing an economic assessment of all significant Costs of ownership over the economic life.</p>
<p>11.33 Management and Supervision of the Work, Design Professional Service</p>	<p>Design Professional shall bear the primary responsibility for the management and supervision of the Work for Design. At a minimum, the Design Professional shall regularly consult with the Agency and receive any and all necessary Agency approvals; provide updated Cost estimates and gain approval for any material changes to Cost estimates through a Change Order prior to incurring those Costs; thoroughly research all the design elements upon which the Work relies; attend meetings related to the Work; communicate fully with all Construction Contractors, as necessary and appropriate; and provide the Agency with regular reports on the status of the Work.</p>
<p>11.34 Meeting Minutes</p>	<p>Design Professional or Agency authorized design professional substitute, shall attend and draft complete minutes of each Project design and construction meeting between Design Professional, Agency and Construction Contractor, and submit them to Agency for approval within five (5) calendar days after each Project conference.</p>
<p>11.35 Observations</p>	<p>Design Professional, Agency Designated Representative, and/or Construction Contractor observations shall be for the purpose of ascertaining the progress of the Work, to include but is not limited to, the character, scope, quality and detail of construction (including workmanship and Materials) compliance with the design expressed in the Contract Documents, directives of the Agency</p>



Uniform Terms and Conditions Design Professional

10.19.20

	<p>Designated Representative, approved product data and samples and clarification drawings. Observations shall be separate from any inspections which may be provided by the Agency. Any Agency provision of inspection services, if any, shall not relieve Design Professional of its responsibilities under this Contract.</p>
<p>11.36 Outline Specifications</p>	<ol style="list-style-type: none"> 1) Design Professional shall outline specifications with a detailed description of all building components and systems shall include: <ol style="list-style-type: none"> a) An index showing all divisions and sections intended to be used. The format shall be that recommended by the Construction Specifications Institute (CSI), narrow scope type. b) All technical sections in outline specification format (Part 2 of a narrow scope CSI specification). 2) Organization of the Specifications into divisions, sections and articles, and arrangement of Drawings shall not control the Construction Contractor in dividing the Work among Subcontractor and/or Subconsultants or in establishing the extent of Work to be performed by any Subcontractor and/or Subconsultant.
<p>11.37 Pre-Bid Conference Site Visit</p>	<p>Agency's Procurement Officer may conduct, and Design Professional and its Subconsultants and/or Subcontractors shall attend and participate in pre-bid conferences and pre-bid Site visits with potential bidders to help identify questions that bidders may raise during the Bidding phase. Questions from prospective Bidders shall be collected by the Agency's Procurement Officer during these conferences and Site visits. No questions shall be answered at these events which require interpretation, clarification or modifications of the Contract Documents</p>
<p>11.38 Preconstruction Conference</p>	<p>Agency may conduct a Preconstruction conference after Contract award and before Construction Contractor starts Work at the Project Site. Conference discussion will establish the lines of communication among the parties as to the Work, coordination of Work, and procedures and handling of the Schedule of Values, Shop Drawing and other submittals, Construction Schedule, and Payment Application processing. The Construction Contractor, Construction Contractor's Superintendent, and Construction Contractor's designated safety officer shall attend the Pre-Construction Conference. The Design Professional shall attend if requested by Agency.</p>
<p>11.39 Program and Budget Review</p>	<p>Agency will furnish the Project program to Design Professional at the start of Schematic Design. Design Professional shall evaluate the Project's programmatic requirements, promptly call attention to any discrepancy contained therein, and request direction from the Agency's Designated Representative.</p>
<p>11.40 Project Closeout</p>	<p>Construction Contractor shall submit Project Close Out documents as listed in Exhibit M in appropriate quantities as indicated in the Contract Documents to the Construction Contractor. Construction Contractor shall ensure documents are complete and accurate and provide written acceptance to the Agency. Construction Contractor shall not submit final Application for Payment until documents are accepted by the Agency.</p>
<p>11.41 Proposed Change Order Review</p>	<ol style="list-style-type: none"> 1) During performance of Construction Phase Services, the Design Professional shall review Construction Contractor's proposed Change Order(s) for fairness of pricing and make recommendations to the Agency on fairness of pricing for the Materials and Work. 2) Any Construction Contractor proposed Change Order shall include the estimate of Cost and of probable effect of delay on progress of the Work if any.
<p>11.42 Proprietary Specifications</p>	<ol style="list-style-type: none"> 1) Under A.R.S. § 34-104, if a Design Professional or the Agency includes bidding, contracting, or purchasing specifications that are proprietary to one supplier, distributor, or manufacturer, then the details of the essential characteristic of that product will be included in the <u>Special Terms and General Conditions</u> with a statement indicating that the Design



Uniform Terms and Conditions Design Professional

10.19.20

	<p>Professional shall consider alternative products which have the aforementioned desired essential characteristics.</p> <ol style="list-style-type: none"> 2) Design Professional shall consider, and either approve or reject, any and all alternative product proposals that are submitted at least eight (8) days prior to the deadline for receiving bids for this Solicitation. If any alternative product proposal is approved, the Design Professional shall modify the bidding documents to include the alternative product proposal by the end of the fifth day prior to the deadline for receiving bids and publish the documents that same day. If the Design Professional rejects any alternative product proposal, the Design Professional shall provide the Agency with notice of that rejection, including the details of the alternative product proposal, prior to the deadline for receiving bids. 3) No modifications shall be made without the approval of the agency
<p>11.43 Quality Assurance</p>	<p>The Design Professional person or firm shall have a well-coordinated internal Quality Assurance program for review of documents, plan check, and incorporates the Agency’s drawings and specification requirements to assure consistent submittal to Statutory Review.</p>
<p>11.44 Record Documents</p>	<ol style="list-style-type: none"> 1) UPDATING RECORD DOCUMENTS. Design Professional or other party specified by the Agency Designated Representative shall be responsible for updating the Record Documents for all Construction Contractor initiated documents and changes to the Contract Documents due to coordination and actual field conditions, including RFIs. Design Professional shall be responsible for updating the Record Documents for any addenda, Change Orders, Design Professional supplemental instructions and any other alterations to the Contract Documents generated by Design Professional or Agency. 2) MAINTAIN AT SITE. Construction Contractor shall maintain at the Site one copy of all Drawings, Specifications, addenda, approved submittals, Contract modifications, Schedules and all Project correspondence and provide Agency and Design Professional access to these documents for reference and examination. Contractor shall keep current and maintain Drawings and Specifications in good order with postings and markings to record actual conditions of Work and show and reference all changes made during construction and reflect the actual field conditions and representations of the Work performed, whether it be directed by addendum, Change Order or otherwise. 3) MONTHLY UPDATE. Record Documents shall be updated a minimum of monthly prior to submission of a Payment Application or as otherwise directed by Agency. Construction Contractor failure to maintain current Record Documents shall constitute cause for Agency denial of a Progress Payment otherwise due. 4) TRANSFER OF RECORD DOCUMENTS TO AGENCY. Construction Contractor shall furnish a copy of its marked-up Record Documents and a preliminary copy of each instructional manual, maintenance and operating manual, parts catalog, wiring diagrams, spare parts, specified written warranties



Uniform Terms and Conditions Design Professional

10.19.20

	<p>and like publications, or parts for all installed equipment, systems, and like items and as described in the Contract Documents prior to requesting Substantial Completion inspection with the Design Professional.</p> <p>5) After review by the Design Professional and acceptance by the Agency Designated Representative, one (1) electronic media copy and one (1) reproducible copy of the Record Documents shall be provided in the format designated by the Agency Designated Representative.</p> <p>6) PREPARATION OF RECORD DOCUMENTS. Record Documents shall be carefully and neatly prepared by a competent drafter familiar with the Work.</p>
<p>11.45 Requirements at Location</p>	<p>1) Contractor acknowledges that the location of its Work for the Project might be inside an industrial building, institutional building, or one of various office types and classes and Contractor personnel shall conduct themselves cordially and professionally with Agency personnel and the public.</p> <p>2) When performing the Work requires Construction Contractor personnel to Work inside a secured perimeter at certain institutional facilities such as prisons where prior clearances are required, Construction Contractor shall contact the facility directly to confirm its most-current security clearance procedures, allowable hours for Work, visitor dress code, and other applicable rules. Agency will neither allow extra charges for wait time, comebacks, or the like nor excuse late performance if Construction Contractor has failed to make the confirmation or comply with the applicable conditions.</p> <p>3) Construction Contractor shall ensure Construction Contractor personnel and Subconsultants and/or Subcontractors performing Work at the Project Site:</p> <ol style="list-style-type: none"> a) Park in any assigned location at the Site; b) Have proper State or federal issued identification within their possession at all times; c) No eating, drinking, or smoking except in designated areas. d) Construction Contractor shall adequately monitor and control noise levels.
<p>11.46 Schedule of Values</p>	<p>Prior to the execution of Work, the Construction Contractor shall submit to the Design Professional and Agency for approval a Schedule of Values (See Exhibit R) allocated to various portions of the Work, prepared in such form and supported by such data to substantiate its accuracy. This Schedule of Values, unless objected to by the Design Professional and/or Agency Designated Representative, shall be used as a basis for reviewing the Construction Contractor's Payment Applications. The Schedule of Values shall include quantities and unit prices aggregating the Contract Cost, and for lump sum items shall subdivide the Work into component parts in sufficient detail to serve as the basis for Progress Payments during construction.</p>
<p>11.47 Shop Drawings, Product Data and Samples</p>	<p>1) The Construction Contractor shall maintain at the Site for the Agency one record copy of the Drawings, Specifications, addenda, Change Orders and other Modifications, in good order and marked currently to record changes and selections made during construction, and in addition approved Shop Drawings, Product Data, Samples and similar required submittals. These shall be available to the Design Professional and/or Agency and shall be delivered to the Design Professional for submittal to the Agency upon completion of the Work.</p> <p>2) Shop Drawings, Product Data, Samples and similar submittals are not Contract Documents. The purpose of their submittal is to demonstrate for those portions of the Work for which submittals are required the way the Construction Contractor proposes to conform to the information given and the design concept expressed in the Contract.</p> <p>3) The Construction Contractor shall perform no portion of the Work requiring submittal and review of Shop Drawings, Product Data, Samples or similar submittals until the respective submittal has been reviewed and approved or other appropriate action taken by the Design Professional and/or Agency. Such Work shall be in accordance with approved submittals.</p>



Uniform Terms and Conditions Design Professional

10.19.20

	<ol style="list-style-type: none"> 4) The Construction Contractor shall not be relieved of responsibility for deviations from requirements of the Contract by the Design Professional's and/or Agency's review and approval of Shop Drawings, Product Data, Samples or similar submittals unless the Construction Contractor has specifically informed the Design Professional and/or Agency's in writing of such deviation at the time of submittal and the Design Professional and/or Agency has given written approval to the specific deviation. The Construction Contractor shall not be relieved of responsibility for errors or omissions in Shop Drawings, Product Data, Samples or similar submittals by the Design Professional's and/or Agency's approval thereof. 5) The Construction Contractor shall direct specific attention, in writing or on resubmitted Shop Drawings, product Data, Samples or similar submittals, to revisions other than those requested by the Design Professional on previous submittals. 6) When professional certification of performance criteria of Materials, systems or equipment is required by the Contract, the Construction Contractor shall be entitled to rely upon the accuracy and completeness of such calculations and certifications but shall use due care and identify and notify the Agency of any palpable errors. 7) Construction Contractor shall submit Shop Drawings to the Design Professional and State Fire Marshall or appropriate authority having jurisdiction for any required modifications to sprinkler or alarm system Work. 8) Construction Contractor will update to show actual conditions for Work specified and shall submit final Shop Drawings to Agency.
<p>11.48 Special Inspections and Testing</p>	<p>The Design Professional shall recommend special inspection or testing and any retesting of the Work in accordance with the provisions of the Contract Documents if, in Design Professional's reasonable opinion, such inspection or testing or retesting is necessary or advisable for the implementation of the Contract Documents, regardless of the state of completion of the Work subject to such inspection or testing or retesting.</p>
<p>11.49 Specification Submittal Requirements; Design Professional</p>	<ol style="list-style-type: none"> 1) Specifications shall be in CSI format. Each specification section shall be saved as a document file named with the corresponding Master format number (e.g., 134010.doc). 2) Design Professional shall submit a list of each item of equipment and/or each system to be designated as sole source by the notation in the documents, "or equivalent (no known equivalent)". This list shall include the following information: <ol style="list-style-type: none"> a) Description of each item of equipment and/or each system; b) Provide estimated Cost of each item of equipment and/or each system; Agency Procurement Officer shall write determination justification as to why each item of equipment and/or each system needs to be from a sole brand name or source. c) Include brief performance specifications detailing those features which, because they are unique or state-of-the-art, or the preclude use of an alternative product. 3) Specifications shall be: <ol style="list-style-type: none"> a) Complete, coordinated and consistent with each other and the drawings. b) Coordinated with the Agency's General Conditions and Requirements. c) Written for a two-party Contract between the Agency and the Contractor. d) Written with open specifications for material and equipment except in specifically permitted exceptions in conjunction with Agency Procurement Officer's approved written determination of sole brand name or source.
<p>11.50 Statutory Review</p>	<ol style="list-style-type: none"> 1) The Design Professional shall design and prepare the Construction Documents in compliance with all applicable laws, codes, regulations, and generally accepted engineering and design standards, and shall incorporate any and all Agency Standards where applicable to their Work. 2) The Design Professional shall submit final Construction Documents for review to the Agency Designated Representative for submittal to the Statutory Review. Design Professional shall verify presentation requirements for the review with the Agency's Designated Representative. The Arizona Department of Administration Statutory Review is the authority having jurisdiction and is the enforcement agency for code requirements. 3) The initial submission fee and one (1) re-review fee for submission to the Statutory Review may be paid by the Agency or paid by Design Professional firm a part of a Reimbursable Expense as requested by the Agency. Any subsequent submission fees shall be paid by the



Uniform Terms and Conditions Design Professional

10.19.20

	<p>Design Professional firm in accordance with the Solicitation Performance Guarantee requirements.</p> <p>4) Design Professional shall give Agency sufficient rights and privileges to use to any and all Design Professional Work in furtherance of the Scope of Work including, but not limited to, distribution and submission of Design Professional Work</p> <p>5) A State Inspector will conduct regular inspections and the Work must be in compliance before permanent occupancy will be allowed. Regular inspections must be performed at each stage of construction prior to concealment or cover.</p>
<p>11.51 Structural, Mechanical, Electrical, Calculations</p>	<p>Design Professional shall provide Agency the Project structural, mechanical, and electrical calculations upon request. Calculations shall be checked and stamped by an engineer registered in the applicable discipline.</p>
<p>11.52 Submittal Register</p>	<p>The Construction Contractor shall prepare and keep current, for the Design Professional's approval, a schedule of submittals which is coordinated with the Construction Contractor's Schedule and allows the Design Professional reasonable time to review Submittals.</p>
<p>11.53 Substantial and Final Completion</p>	<p>1) When the Construction Contractor considers that the Work, or a portion thereof, is substantially complete, the Construction Contractor shall prepare and submit to the Agency and/or Design Professional a comprehensive list of items (Punch List) to be completed or corrected prior to final payment. Failure to include an item on the Punch List does not alter the responsibility of the Construction Contractor to complete all Work in accordance with the Contract Documents.</p> <p>2) The Agency and/or Design Professional will perform an inspection of the Work within five (5) days to accept or reject the Punch List to determine whether the Work or designated portion thereof is substantially complete. If the Agency and/or Design Professional's inspection discloses any item, whether or not included on the Contractor's list, which is not sufficiently complete in accordance with the Contract Documents, the Contractor shall complete and or correct those items and then submit a request to the Owner and Design Professional for another inspection to determine Substantial Completion of the Work.</p> <p>3) EXHIBIT K – SUBSTANTIAL COMPLETION CERTIFICATE. When the Work, or designated portion thereof, is Substantially Complete, the Design Professional and/or Owner will prepare a Certificate of Substantial Completion (Certificate) that shall establish the Substantial Completion date, establish responsibilities of the Owner and Contractor to include, but not limited to: security, maintenance, heat, air conditioning, utilities, damage to the Work and insurance. The Certificate will establish the date and time within which the Contractor shall finish all Punch List items attached thereto. Warranties required by the Contract Documents shall commence on the date of Substantial Completion of the Work, unless otherwise provided in the Certificate of Substantial Completion.</p> <p>4) Construction Contractor shall submit an Exhibit H-Application for Payment for payment of all Work, less retention if retention was held. If retention was not held, final payment will not be issued until all items listed on Exhibit M-Contractor Project Closeout have been received by the Agency.</p> <p>5) PARTIAL OCCUPANCY. The Agency may occupy or use a portion of the Project prior to Contract completion if the authority having jurisdiction over the Project authorizes the Agency to occupy the portion of the Project. The Construction Contractor shall proceed with submission to the Agency for a Substantial Completion inspection for the portion of the Work Project prior to the Agency occupying or using a portion of the Project.</p> <p>6) EXHIBIT L – FINAL COMPLETION CERTIFICATE. The date of Final Completion of the Contractor's Work is the date signed by the Design Professional, Contractor, Compliance Officer and Project Manager that all Work is 100% complete in accordance with the Contract Documents including all those items listed on Exhibit M-Contractor Project Closeout. The Construction Contractor will submit an Application for Final Payment for certification by the Agency.</p>
<p>11.54 Substitution of Material or Equipment</p>	<p>1) Construction Contractor shall not order or install any substitute Material or equipment without the Agency Designated Representative prior written approval of the substitute.</p> <p>2) If Contract is a firm fixed price, all substitution requests shall be submitted by the Construction Contractor in accordance with the <u>Solicitation Instructions to Offerors</u> and approved by the Agency Designated Representative prior to the Bid Opening Date listed in</p>



Uniform Terms and Conditions Design Professional

10.19.20

	<p>the State e-procurement system. Prior to the Bid Opening Date, the Agency Procurement Officer issued Addenda authorizing use of the substitute shall serve as the written approval.</p> <ol style="list-style-type: none"> 3) Agency Designated Representative shall review all Construction Contractor furnished data for review to include maintenance, repair, and replacement for the proposed substitute. 4) The Agency may not approve any extension of Contract time for Construction Contractor Project completion due to a substitute unless Agency determines the time extension is in the best interest of the Agency.
<p>11.55 Supervision and Project Administration</p>	<ol style="list-style-type: none"> 1) The Construction Contractor shall not be relieved of obligations to perform the Work in accordance with the Contract either by activities or duties of the Agency in the Agency's administration of the Contract, or by tests, inspections or approvals required or performed by persons other than the Construction Contractor. The Construction Contractor shall not be relieved of obligations to perform the Work in accordance with the Contract either by activities or duties of the Agency in the Agency's administration of the Contract, or by tests, inspections or approvals required or performed by persons other than the Construction Contractor. 2) The Construction Contractor shall supervise and direct the Work using the Construction Contractor's best skill and attention. 3) Construction Contractor shall provide project administration for all Construction Contractor's Subcontractor and/or Subconsultants, vendors, suppliers, and others involved in implementing the Work and shall coordinate administration efforts with those of the Construction Contractor and Agency Designated Representative. 4) Construction Contractor's project administration includes periodic daily reporting on weather, Work progress, labor, Materials, equipment, any and all obstructions to prosecution of the Work, accidents and injuries, and transmitted no less frequently to the Agency Designated Representative than on a weekly basis. 5) The Construction Contractor shall be responsible to the Agency for acts and omissions of the Construction Contractor's employees, Subcontractor and/or Subconsultants and their agents and employees, and other persons performing portions of the Work for the Construction Contractor.
<p>11.56 Transition</p>	<ol style="list-style-type: none"> 5. If needed, during commencement, Construction Contractor shall attend transition meetings with any outgoing Construction Contractors to coordinate and ease the transition so that the effect on Agency's operations is kept to a minimum. Agency may elect to have outgoing Construction Contractors complete some or all of their Work or orders in progress to ease the transition as is safest and most efficient in each instance, even if that scope is covered under the Contract. Upon the expiration or termination of the Contract, Construction Contractor shall Work closely with any new (incoming) Construction Contractor and Agency to ensure as smooth and complete a transfer as is practicable. Agency's representative shall coordinate all transition activities and facilitate joint development of a comprehensive transition plan by both Construction Contractor and the incoming vendor. As with the incoming transition.
<p>11.57 Unknown, Unforeseen, or Concealed Conditions</p>	<ol style="list-style-type: none"> 1) If conditions are encountered at the Site which are (a) subsurface or otherwise concealed physical conditions which differ materially from those indicated in the Contract Documents or (b) unknown physical conditions of an unusual nature, which differ materially from those ordinarily found to exist and generally recognized as inherent in construction activities of the character provided for in the Contract Documents, then written notice by the observing party shall be given to the other party promptly before conditions are disturbed and in no event later than twenty four hours after first observance of the conditions. 2) It is understood that Construction Contractor, prior to award, has inspected the Site, was free to do its own tests and inspections, and in undertaking this contract, warrants that the Site is suitable for construction and accepts the risk of all Site conditions.



Uniform Terms and Conditions Design Professional

10.19.20

	<p>3) Any reports and Materials provided to Construction Contractor prior to construction are for informational purposes only. However, if Construction Contractor believes that the Agency materially misrepresented the condition of the Site then the Agency will promptly investigate such conditions. Should the Agency determine that the Site differs from the Contract Documents such that there will be a material change to Construction Contractor's Contract Cost and/or Schedule for the performance of any part of the Work, then the Agency will recommend an equitable adjustment in the Contract Cost and/or Contract time. If the Agency determines that the conditions at the Site are not materially different from those indicated in the Contract Documents, and no change in the Construction Contractor's Cost or Schedule is justified, then the Agency shall so notify the Construction Contractor in writing stating the reasons.</p>
<p>11.58 Use of Seals; Design Professionals</p>	<p>"Seal" refers to the type of "seal" required by A.R.S. § 32-101, <i>et seq.</i>, and the rules promulgated thereunder, A.A.C. R4-30-01, <i>et seq.</i>, or any equivalent licensing body, for use on Work performed by Contractors. Contractor shall affix its Seal to any and all documents required by the Work that are incomplete without such a Seal including, but not limited to, design specifications, data, and construction drawings. Contractor will accept professional responsibility for its Work including, but not limited to, any and all information upon which its Seal is affixed.</p>
<p>11.59 Work Performance; Design Professional</p>	<p>The Design Professional will perform Work under this Contract with the degree of skill and care ordinarily provided by competent professional engineers, architects, or consultants practicing in the same or similar locality and under the same or similar circumstances and professional license and as expeditiously as is prudent, considering the ordinary professional skill and care of a competent engineer, architect, or other consultant.</p>

12.0 Agency Responsibilities

<p>12.1 Access to Work Site</p>	<p>The Agency will provide Design Professional with access to the Work Site, as necessary, for the preparation for, and review of, the Work.</p>
<p>12.2 Accuracy of Information</p>	<p>Agency may provide in the <u>Solicitation</u>, or by other means, any reports of investigations and tests of subsurface and latent physical conditions at the Site, and any reports of conditions that otherwise may affect Cost. These reports are not intended to constitute any explicit or implicit representation as to the nature of the subsurface and latent physical conditions which may be encountered at the Site or to constitute explicit or implicit representations as to any other matter contained in any report. Such reports are not guaranteed as to accuracy or completeness and are not part of the Contract Documents.</p>
<p>12.3 Budget</p>	<p>The Agency may create a budget for the Work. If applicable, the Agency may update the budget, as needed. The budget may include the Estimated Contract Cost, Agency's other Costs for the Project, Contingencies, and Reimbursable Expenses.</p>
<p>12.4 Errors or Omissions</p>	<p>The Agency will promptly notify the Contractor in writing if it becomes aware of a material error, potential error, or omission in the Work, Design Requirements, and/or Construction Documents.</p>
<p>12.5 Site Information</p>	<p>The Agency will provide the Design Professional with basic information regarding the Site locations at which the Work will be performed. This basic information may include surveys, Site evaluations, legal descriptions, existing conditions, subsurface and environmental studies, reports and investigations.</p>
<p>12.6 Geotechnical Engineers</p>	<p>If applicable, the Agency will provide geotechnical expertise it deems sufficient to support the Work, including but not limited to, the necessary soil testing, written reports, and recommendations.</p>
<p>12.7 Testing</p>	<p>The Agency will provide legally or contractually required environmental testing</p>



Uniform Terms and Conditions Design Professional

10.19.20

	including tests for hazardous materials, and air and water pollution.
12.8 Communications	The Agency will facilitate communication between Design Professional and Construction Contractor, as needed, on the Work necessary to fully perform the Contract, unless direct communication between Design Professional and Construction Contractor has been explicitly authorized.
12.9 Design Professional Agreements, Related Construction	The Agency will meet with the Design Professional to coordinate its Work prior to finalizing a related Construction Contract. Any related Construction Contracts will be made available to the Design Professional through the State's eProcurement system.
12.10 Promotional Materials	Agency will endeavor to timely review and respond to any written Design Professional request for permission for use of photographic or other artistic representation of the Work for promotional or other professional materials. Agency shall have full discretion to determine whether to allow Design Professional use of the representations.
12.11 Substitutions of Material	Design Professional and/or Agency shall approve any and all substitutions that would cause a change in the Work of the Construction Contractor.
12.12 Timely Review	The Agency will endeavor to timely review and respond to any requests from the Construction Contractor that the Construction Contractor deems necessary to avoid delay or modification to the Schedule.
13.0 Data and Information Handling	
13.1 Applicability	Article 13 applies to the extent the Work includes handling of any (a) Agency's proprietary and sensitive data or (b) confidential or access-restricted information obtained from Agency or from others at Agency's behest.
13.2 Data Protection and Confidentiality of Information	<p>1) Design Professional warrants that it will establish and maintain procedures and controls acceptable to Agency for ensuring that Agency's proprietary and sensitive data is protected from unauthorized access and information obtained from Agency or others in performance of its contractual duties is not mishandled, misused, or inappropriately released or disclosed. For purposes of this paragraph, all data created by Design Professional in any way related to the Contract, provided to Design Professional by Agency, or prepared by others for Agency are proprietary to Agency, and all information by those same avenues is Agency's confidential information. To comply with the foregoing warrant:</p> <p>a) Design Professional shall:</p> <ul style="list-style-type: none"> i) Notify Agency immediately of any unauthorized access or inappropriate disclosures, whether stemming from an external security breach, internal breach, system failure, or procedural lapse; ii) Cooperate with Agency to identify the source or cause of and respond to each unauthorized access or inappropriate disclosure; and iii) Notify Agency promptly of any security threat that could result in unauthorized access or inappropriate disclosures. <p>b) Design Professional shall not:</p> <ul style="list-style-type: none"> i) Release any such data or allow it to be released or divulge any such information to anyone other than its employees or officers as needed for each person's individual performance of his or her duties under the Contract, unless Agency has agreed otherwise in advance and in writing; or ii) Respond to any requests it receives from a third party for such data or information, and instead route all such requests to Agency's designated representative.
13.3 Personally Identifiable Information	1) Design Professional warrants that it will protect any personally identifiable information ("PII") belonging to Agency's employees' or other Design Professionals or members of the general public that it receives from Agency or otherwise acquires in its performance under the Contract.



Uniform Terms and Conditions Design Professional

10.19.20

	<p>2) For purposes of this paragraph:</p> <p>a) PII has the meaning given in the [federal] Office of Management and Budget (OMB) Memorandum M-07-16 Safeguarding Against and Responding to the Breach of Personally Identifiable Information; and</p> <p>b) "Protect" means taking measures to safeguard personally identifiable information and prevent its breach that are functionally equivalent to those called for in that OMB memorandum and elaborated on in the [federal] General Services Administration (GSA) <i>Directive CIO P 2180.1 GSA Rules of Behavior for Handling Personally Identifiable Information</i>.</p> <p>3) NOTE (1): For convenience of reference only, the OMB memorandum is available at: https://www.whitehouse.gov/sites/default/files/omb/memoranda/fy2007/m07-16.pdf</p> <p>4) NOTE (2): For convenience of reference only, the GSA directive is available at: http://www.gsa.gov/portal/directive/d0/content/658222</p>
<p>13.4 Protected Health Information</p>	<p>1) Design Professional warrants that, to the extent performance under the Contract involves individually identifiable health information (referred to hereinafter as protected health information ("PHI") and electronic PHI ("ePHI") as defined in the Privacy Rule referred to below), it:</p> <p>a) Is familiar with and will comply with the applicable aspects of the following collective regulatory requirements regarding patient information privacy protection: (1) the "Privacy Rule" in CFR 45 Part 160 and Part 164 pursuant to the Health Insurance Portability and Accountability Act ("HIPAA") of 1996; (2) Arizona laws, rules, and regulations applicable to PHI/ePHI that are not preempted by CFR 45-160(B) or the Employee Retirement Income Security Act of 1974 ("ERISA") as amended; and (3) Agency's current and published PHI/ePHI privacy and security policies and procedures;</p> <p>b) Will cooperate with Agency in the course of performing under the Contract so that both Agency and Contractor stay in compliance with the requirements in (a) above; and</p> <p>c) Will sign any documents that are reasonably necessary to keep both Agency and Contractor in compliance with the requirements in (a) above, in particular "Business Associate Agreements" in accordance with the Privacy Rule.</p> <p>NOTE: For convenience of reference only, the Privacy Rule is available at: http://www.hhs.gov/hipaa/for-professionals/privacy/index.html</p>
<p>14.0 Information Technology Work</p>	
<p>14.1 Applicability</p>	<p>Article 14 applies to any Invitation for Bids, Request for Qualifications, or Request for Quotations for "Information Technology," as defined In A.R.S. § 41-3501(6) 6: "computerized and auxiliary automated information processing, telecommunications and related technology, including hardware, software, vendor support and related services, equipment and projects" if and to the extent that the Work is or includes Information Technology.</p>
<p>14.2 Information Access</p>	<p>1) SYSTEM MEASURES. Design Professional shall employ appropriate system management and maintenance, fraud prevention and detection, and encryption application and tools to any systems or networks containing or transmitting Agency's proprietary data or confidential information.</p> <p>2) INDIVIDUAL MEASURES. Design Professional personnel shall comply with applicable Agency policies and procedures regarding data access, privacy, and security, including prohibitions on remote access and obtaining and maintaining access IDs and passwords. Design Professional is responsible to Agency for ensuring that any State access IDs and</p>



Uniform Terms and Conditions Design Professional

10.19.20

	<p>passwords are used only by the person to whom they were issued. Design Professional shall ensure that personnel are only provided the minimum only such level of access necessary to perform his or duties. Design Professional shall on request provide a current register of the access IDs and passwords and corresponding access levels currently assigned to its personnel.</p> <p>3) ACCESS CONTROL. Design Professional is responsible to Agency for ensuring that hardware, software, data, information, and that has been provided by Agency or belongs to or is in the custody of Agency and is accessed or accessible by Design Professional personnel is only used in connection with carrying out the Work, and is never commercially exploited in any manner whatsoever not expressly permitted under the Contract. Agency may restrict access by Construction Contractor personnel, or instruct Design Professional to restrict access their access, if in its determination the requirements of this subparagraph are not being met.</p>
<p>14.3 Pass-Through Indemnity</p>	<p>1) INDEMNITY FROM THIRD PARTY. For computer hardware or software included in the Work as discrete units that were manufactured or developed solely by a third party, Design Professional may satisfy its indemnification obligations under the Contract by, to the extent permissible by law, passing through to Agency such indemnity as it receives from the third-party source (each a "Pass-Through Indemnity") and cooperating with Agency in enforcing that indemnity. If the third party fails to honor its Pass-Through Indemnity, or if a Pass-Through Indemnity is insufficient to indemnify Agency Indemnitees to the extent and degree Design Professional is required to do by the Uniform Terms and Conditions, then Design Professional shall indemnify, defend and hold harmless Agency Indemnitees to the extent the Pass-Through Indemnity does not.</p> <p>2) NOTIFY OF CLAIMS. Agency shall notify Design Professional promptly of any claim to which a Pass-Through Indemnity might apply. Design Professional, with reasonable consultation from Agency, shall control of the defense of any action on any claim to which a Pass-Through Indemnity applies, including negotiations for settlement or compromise, provided that:</p> <ul style="list-style-type: none"> a) Agency reserves the right to elect to participate in the action at its own expense; b) Agency reserves the right to approve or reject any settlement or compromise on reasonable grounds and if done so timely; and c) Agency shall in any case cooperate in the defense and any related settlement negotiations.
<p>14.4 Redress of Infringement.</p>	<p>1) REPLACE, LICENSE, OR MODIFY. If Construction Contractor becomes aware that any Materials or Services infringe, or are likely to be infringing on, any third party's intellectual property rights, then Construction Contractor shall at its sole Cost and expense and in consultation with Agency either:</p> <ul style="list-style-type: none"> cc) Replace any infringing items with non-infringing ones; dd) Obtain for Agency the right to continue using the infringing items; or ee) Modify the infringing item so that they become non-infringing, so long as they continue to function as specified following the modification. <p>2) CANCELLATION OPTION. In every case under 14.4, if none of those options can reasonably be accomplished, or if the continued use of the infringing items is impracticable, Agency may cancel the relevant Order or terminate the Contract and Construction Contractor shall take back the infringing items. If Agency does cancel the Order or terminate the Contract, Construction Contractor shall refund to Agency:</p> <ul style="list-style-type: none"> ff) For any software created for Agency under the Contract, the amount Agency paid to Contractor for creating it;



Uniform Terms and Conditions Design Professional

10.19.20

	<p>gg) For all other Materials, the net book value of the product or actual monies paid by the Agency provided according to generally accepted accounting principles; and</p> <p>hh) For Services, the amount paid by Agency or an amount equal to twelve (12) months of charges, whichever is less.</p> <p>3) EXCEPTIONS. Contractor will not be liable for any claim of infringement based solely on any of the following by a State Indemnitee:</p> <ul style="list-style-type: none"> ii) Modification or use of Materials other than as contemplated by the Contract or expressly authorized or proposed by a Contractor Indemnitor; jj) Operation of Materials with any operating software other than that supplied by Contractor or authorized or proposed by a Contractor Indemnitor; or kk) Combination or use with other products in a manner not contemplated by the Contract or expressly authorized or proposed by a Contractor Indemnitor.
<p>14.5 First Party Liability Limitation</p>	<ul style="list-style-type: none"> 1) LIMIT. Subject to the provisos that follow below and unless stated otherwise in the <u>Special Terms and General Conditions</u>, Agency's first party liability arising from or related to the Contract is limited to the lesser of \$1,000,000 (one million dollars) or 3 (three) times the purchase price of the specific Materials or Services giving rise to the claim. 2) PROVISIONS. This paragraph limits liability of any and all damages to which Contractor is entitled under this Contract for contract breaches or that comes out of performance or concerns this contract, regardless of the legal theory under which the liability is asserted. This paragraph 14.5 does not the effect of paragraph 6.2 of this Contract: 3) PURCHASE PRICE DETERMINATION. If the Contract is for a single-agency and a single Order (or if no Order applies), then "purchase price" in Subparagraph 14.6.1 above means the aggregate Contract price current at the time of Contract expiration or earlier termination, including all change orders or other forms of Contract Amendment having an effect on the aggregate price through that date. In all other cases, "purchase price" above means the total price of the Order for the specific equipment, software, or services giving rise to the claim, and therefore a separate limit will apply to each Order. 4) NO EFFECT ON INSURANCE. This paragraph does not modify the required coverage limits, terms, and conditions of, or any insured's ability to claim against, any insurance that Design Professional is required by the Contract to provide, and Design Professional shall obtain express endorsements that it does not.
<p>14.6 Information Technology Warranty</p>	<ul style="list-style-type: none"> 1) SYSTEM MEASURES. Design Professional shall employ appropriate system management and maintenance, fraud prevention and detection, and encryption application and tools to any systems or networks containing or transmitting Agency's proprietary data or confidential information. 2) INDIVIDUAL MEASURES. Design Professional personnel shall comply with applicable Agency policies and procedures regarding data access, privacy, and security, including prohibitions on remote access and obtaining and maintaining access IDs and passwords. Design Professional is responsible to Agency for ensuring that any State access IDs and passwords are used only by the person to whom they were issued. Design Professional shall ensure that personnel are only provided the minimum only such level of access necessary to perform his or duties. Design Professional shall on request provide a current register of the access IDs and passwords and corresponding access levels currently assigned to its personnel. 3) ACCESS CONTROL. Design Professional is responsible to Agency for ensuring that hardware, software, data, information, and that has been provided by Agency or belongs to or is in the custody of Agency and is accessed or accessible by Design Professional personnel is only used in connection with carrying out the Work, and is never commercially exploited in any manner whatsoever not expressly permitted under the Contract. Agency may restrict access by Design Professional personnel, or instruct Design Professional to restrict access their access, if in its determination the requirements of this subparagraph are not being met.




Uniform Terms and Conditions Design Professional

10.19.20

14.7 Specific Remedies

Unless expressly stated otherwise elsewhere in the Contract, Agency's remedy for breach of warranty under this Contract includes, at Agency's discretion, re-performance, repair, replacement, or refund of any amounts paid by Agency for the nonconforming Work, plus (in every case) Design Professional's payment of Agency's additional, documented, and reasonable Costs to procure Materials or services equivalent in function, capability, and performance at that first called for. For clarification of intent, the foregoing obligations are limited by the First Party Liability Limitation in paragraph 14.5. If none of the foregoing options can reasonably be effected, or if the use of the Materials by Agency is made impractical by the nonconformance, then Agency may seek any remedy available to it under law.

End of Uniform Terms and Conditions

	Solicitation Amendment I		State of Arizona Department of Administration General Services Division 1400 W Washington St., Ste. B200 Phoenix, AZ 85007
	Solicitation No.: BPM004132 Description: ADOA On-Call Civil Engineering Services	Page 1	
	Amendment No.: 1	of 1	

Pursuant to the Uniform Instructions to Offerors, Item 2.6., Solicitation Amendments, the above referenced solicitation shall be amended as follows:

BID DUE DATE: January 7, 2022 by 3:00 PM Arizona Time

AMENDED DUE DATE: January 11, 2022 by 3:00 PM Arizona Time

RFIs will be accepted through the Discussion Forum until January 5, 2022 2 PM

SCOPE REQUIREMENTS:

3.3 Schedule for Solicitation

Revised Statement of Qualifications Due: January 11, 2022, 3:00 PM, Arizona Time

SOLICITATION RESPONSE QUESTIONNAIRE AND ATTACHMENTS

METHOD PROPOSAL

Revision: on-call architectural/landscape architectural TO on-call civil engineering services as follows:

1. Substantiate how your team can most effectively undertake the requirements and responsibilities associated with the on-call civil engineering services for the state of Arizona and your proposed team's understanding of this scope of services by:

ACKNOWLEDGEMENT

ACKNOWLEDGEMENT OF SOLICITATION AMENDMENT SHALL BE DONE ELECTRONICALLY PRIOR TO OFFER DUE DATE AND TIME. All other all terms, conditions, specifications and amendments to the Solicitation remain unchanged.